

**PERSON SPECIFICATION**

CHRIST THE KING CATHOLIC VOLUNTARY ACADEMY

Data and Examinations Assistant

November 2017

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| **CATEGORY/ITEM** | **ESSENTIAL** | **DESIRABLE** | **EVIDENCE** |
| **Experience**   * 0ffice work including data entry * Previously worked in a school * Working with 11-18 years olds |  |    | ARI  ARI  ARI |
| **Education and Training**   * 5 A\* - C Grades at GCSE including English and Maths or equivalent * Evidence of commitment to own continuous professional development in the last 2 years * MS Office packages including Word and Excel * SIMS.net database * Go 4 Schools School Software |        |        | AR  AR  ART  ART  AI |
| **Knowledge**   * Examinations process * The use of data and its application |  |      | ARI  ARI |
| **Skills/Aptitudes**   * Good organisational skills * Team Work * Flexibility/adaptability * Good communication skills |        |  | ARI  ARI  ARI  AI |
| **Specific requirements**   * Confidentiality awareness |  |  | ARI |
| **Suitability to work with children**   * Enhanced DBS with children’s barred list check |  |  | R |

A Application Form R References

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