



PERSON SPECIFICATION

CHRIST THE KING CATHOLIC VOLUNTARY ACADEMY

Data and Examinations Assistant
November 2017

CATEGORY/ITEM	ESSENTIAL	DESIRABLE	EVIDENCE
Experience <ul style="list-style-type: none"> Office work including data entry Previously worked in a school Working with 11-18 years olds 	✓	✓ ✓	ARI ARI ARI
Education and Training <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Examinations process The use of data and its application 		✓ ✓	ARI ARI
Skills/Aptitudes <ul style="list-style-type: none"> Good organisational skills Team Work Flexibility/adaptability Good communication skills 	✓ ✓ ✓ ✓		ARI ARI ARI AI
Specific requirements <ul style="list-style-type: none"> Confidentiality awareness 	✓		ARI
Suitability to work with children <ul style="list-style-type: none"> Enhanced DBS with children's barred list check 	✓		R

A Application Form
I Interview

R References
T Test