



St Cuthbert's
Catholic High School
Live life in all its fullness

Person Specification

ATTRIBUTES	POSITION: Data, Assessment and Examinations Officer	PLEASE DENOTE E = Essential D = Desirable	ASSESSMENT
SKILLS, KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> Minimum of 5 GCSE's or equivalent at Grade C or above including Maths and English 	E	AIR
	<ul style="list-style-type: none"> Can demonstrate in the current role, the capacity to work effectively with a range of people at a professional level 	E	AR
	<ul style="list-style-type: none"> Has excellent communication skills 	E	AR
	<ul style="list-style-type: none"> Enjoys the company of young people and others typical of those one would expect in a school 	E	AR
	<ul style="list-style-type: none"> Excellent working knowledge of Microsoft Office packages including Outlook, Word, Excel and PowerPoint with excellent keyboard skills 	E	ART
	<ul style="list-style-type: none"> Able to use the Internet effectively and efficiently 	E	ART
	<ul style="list-style-type: none"> Is prepared to undertake professional training necessary to carry out the role effectively 	E	AIR
	<ul style="list-style-type: none"> Is able to work independently and autonomously as well as within a team 	E	AR
	<ul style="list-style-type: none"> Can maintain issues of confidentiality in the working environment 	E	R
DECISION MAKING	<ul style="list-style-type: none"> Has a basic knowledge of how schools are organised and managed 	D	I
	<ul style="list-style-type: none"> Has initiative and can work independently Has an understanding of when to consult, make decisions and defer to others 	E E	AR AIR
COMMUNICATION AND SELF MANAGEMENT SKILLS	<ul style="list-style-type: none"> Has the ability to communicate effectively with a wide range of different people and organisations 	E	AR
	<ul style="list-style-type: none"> Is able to plan, organise, prioritise and manage their own personal time effectively 	E	AR
	<ul style="list-style-type: none"> Is highly organised 	E	AIR
	<ul style="list-style-type: none"> Will actively engage in training activities and take responsibility for his/her own professional development 	E	AIR



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SPECIAL ATTRIBUTES REQUIRED OF THE CANDIDATE	<ul style="list-style-type: none"> • Excellent time management and multi-tasking skills and to use own initiative 	E	AIR
	<ul style="list-style-type: none"> • Ability to work under pressure and to tight deadlines to a high professional standard 	E	AIR
	<ul style="list-style-type: none"> • Is committed, resilient, robust, resourceful, keen and enthusiastic 	E	IR
	<ul style="list-style-type: none"> • Has an excellent record of punctuality, attendance, reliability and integrity 	E	R
	<ul style="list-style-type: none"> • Can demonstrate fairness, honesty and integrity in his/her existing practice and conduct as a professional 	E	R
	<ul style="list-style-type: none"> • Can show a positive commitment to organisational principles 	E	R
	<ul style="list-style-type: none"> • Is likely to be able to show through their actions and professional relationship with others, a positive and corporate commitment towards their work. 	E	R
	<ul style="list-style-type: none"> • Has patience, particularly when facing difficult and challenging situations 	E	AI
	<ul style="list-style-type: none"> • Can demonstrate the ability to work well as a team member and motivate people 	E	AR
	<ul style="list-style-type: none"> • Has the ability to work flexibly and in a responsive way with tact, discretion and confidentiality 	E	R
OTHER CIRCUMSTANCES	<ul style="list-style-type: none"> • Knowledge of the safeguarding and child protection policy 	D	AI
	<ul style="list-style-type: none"> • An ability to fulfil all spoken aspects of the role with confidence through the medium of English 	E	I

A- Application I- Interview process R- References T-Task