

## Person Specification

### Level 3 Administrator (Data & Exams Officer), Grade 6 (SCP 8-11)

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Good standard level of education</li> <li>➤ 5 GCSE's or equivalent, including English and Maths</li> <li>➤ NVQ Level 3 in administration or equivalent, or willingness to undertake this qualification</li> </ul>	<ul style="list-style-type: none"> <li>➤ First Aid qualification</li> </ul>
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>➤ 2 – 3 years' experience of clerical/administrative work or relevant specialist work</li> <li>➤ Good computer/keyboard skills</li> <li>➤ Ability to take notes</li> </ul>	<ul style="list-style-type: none"> <li>➤ Experience of working in an educational setting or other relevant environment</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>➤ Very good numeracy and literacy skills</li> </ul>	
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>➤ Willingness to participate in training and development opportunities</li> <li>➤ Very good ICT skills</li> <li>➤ Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>➤ Excellent communication skills</li> <li>➤ Ability to relate well to children and adults</li> <li>➤ Ability to work well as part of a team</li> <li>➤ Flexibility and reliability</li> <li>➤ Ability to maintain confidentiality</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li> </ul>	