Marden High School
Media Arts College

Person Specification

Post **Examinations Officer & Student Data Manager**

Scale **46/52**

Responsible to **Headteacher or designated member of staff**

Area	Criteria	Requirement
Skills/Knowledge/ Aptitudes	• Effective use of specialist ICT packages • Use of specialist equipment/resources • Full working knowledge of relevant policies/codes of practice/legislation • Ability to organise, lead and motivate other staff • Ability to plan and develop systems • Ability to relate well to children and adults • Work constructively as part of a team: understanding school roles and responsibilities and your own position within these • Ability to work on own initiative and make informed decisions • Ability to self-evaluate learning needs and actively seek learning opportunities	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential
Qualifications and Training	• NVQ Level 4 in relevant subject or equivalent • Excellent numeracy/literacy skills	Essential Essential
Experience	• Several years' experience working in office environment at a senior level • Experience of working in a school	Desirable Desirable
Disposition	• Flexible to change	Desirable