

# Cardinal Newman Catholic School

Part of the Holy Cross Catholic Multi Academy Company

## Person Specification Data & Exams Assistant

**Name:**

**Salary Scale: Grade 3**

Area	Specification	Essential	Desirable
Knowledge	Experience of using Word Processing, Spreadsheet and Presentation software, preferably Microsoft Office.	x	
	Knowledge of SIMS and Sims Exams Organiser package would be an advantage		x
	Knowledge of examination board procedures would be desirable.		x
Skills and Abilities	Outstanding organisational skills and highly effective planning ability	x	
	Patience and ability to work under pressure and meet strict deadlines. High level of skill in using a computer and careful attention to detail.	x	
	Ability to make decisions, be flexible and be able to work in a team.	x	
	A high level of accuracy in work.	x	
	Ability to work with young people and adults.	x	
	Excellent telephone skills	x	
	Accurate keyboard and word processing skills.	x	
Experience	Worked with children and young people.		x
	Worked in an office environment.		x
	Experience of working in a secondary school environment would be desirable.		x
	Experience in computerised record keeping systems	x	
Education	Qualifications and experience in use of computers and software.		x
	Diploma or equivalent and experience in similar environment: school or higher education.		x
Special Requirements	This post is exempt from the provision of the Rehabilitation of Offenders Act 1974. Enhanced Disclosure and Barring Service clearance will be required prior to appointment.	x	
	Ability to drive and have access to a car is an advantage but not essential.		x
	Able to work hours required at school and be flexible in changing hours.		x
	Prepared to attend occasional evening meetings.		x

**Date Reviewed: September 2020**