# Ravenswood School

## School Data Administrator / Exams Officer

## Person Specification

| Area | Essential | Desirable |
|---|---|---|
| Education | A good standard of education to 'A' Level or equivalent in at least 2 subjects and will have a qualification in Literacy, Numeracy equivalent to GCSE Grade A*-C or Level 2, on the national qualifications' framework. | Level 3 Examinations Officer qualification. |
| Experience | Knowledge of IT analysis tools e.g. Microsoft Excel and proficiency in their use.<br><br>Experience of working in a related role, preferably in an education environment.<br><br>Knowledge of JCQ qualifications and Access arrangements. | Good working knowledge of school specific processes and IT e.g. Examinations procedures; WEX procedures and SIMS<br><br>Customer Service<br>Data processing and management including production of reports in a standard format<br><br>Knowledge of the National Qualification Framework.<br><br>Knowledge of Examination Boards Rules and Regulations. |
| IT Skills | Excellent IT skills including Word & Excel and on-line reporting systems.<br><br>Excellent understanding of SCOMIS/ SIMS database. | |
| Qualities | Ability to prioritise workload.<br><br>Ability to work under pressure and to deadlines.<br><br>Good communication skills. | Be aware of the political context of school examinations. |