



## DOVER GRAMMAR SCHOOL FOR BOYS

### Person Specification for Data and Exams Assistant

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Education and Qualifications</b>   |           |           |
| A higher education qualification  |           | ✓         |
| Good level of education to at least GCSE standard or equivalent   | ✓         |           |
| <b>Experience</b>   |           |           |
| Working with children, preferably in an education-based setting   | ✓         |           |
| Ability to use Microsoft Office, including Word and Excel   | ✓         |           |
| <b>Knowledge and Understanding</b>  |           |           |
| School Management systems (e.g.SIMs)  | ✓         |           |
| Child Protection Policies and Procedures  |           | ✓         |
| Good working knowledge of current best practice in schools' examination requirements  |           | ✓         |
| <b>Skills and Attributes</b>  |           |           |
| Work with guidance but under limited supervision  | ✓         |           |
| Liaise and communicate effectively with others on the telephone, in writing (both electronic and more traditional formats) and face to face | ✓         |           |
| Demonstrate a high level of organisational skills   | ✓         |           |
| Ability to prioritise workload to meet deadlines  | ✓         |           |
| <b>Personal Qualities</b>   |           |           |
| Proactive approach and be able to work well under pressure  | ✓         |           |
| Excellent interpersonal and communication skills  | ✓         |           |
| Ability to work well independently and as part of a team  | ✓         |           |
| Punctual and reliable   | ✓         |           |
| High level of honesty and integrity   | ✓         |           |
| Organised and flexible as required  | ✓         |           |
| <b>Further Requirements</b>   |           |           |
| Willingness to work flexible hours on occasions, particularly during mock and public examinations   | ✓         |           |
| Need to maintain confidentiality on all school matters  | ✓         |           |
| Willingness to learn and develop and to undertake training courses that are relevant to the duties of the post                              | ✓         |           |
| Willingness to be involved in internal and external meetings  | ✓         |           |
| Be supportive of all safeguarding policies and procedures and to be aware of different types of abuse                                       | ✓         |           |

