



SS JOHN FISHER & THOMAS MORE  
~ Roman Catholic High School ~

## Ss John Fisher & Thomas More RC High School

### DATA and EXAMS OFFICER

#### Person Specification – Grade 7

Personal Attributes required (on basis of job description)	Essential (E) or Desirable (D)	To Be Identified by:
<b>Qualifications</b>		
GCSE qualifications at Grade 4 (C) or above in English and Maths	E	Application Form/Interview
A Levels (or equivalent) at Grade C or above	D	Application Form/Interview
<b>Experience</b>		
Experience of administrative work	E	Application/Interview/Reference
Experience of Microsoft Office applications	E	Application/Interview/Reference
Experience of working with SIMS.net	D	Application/Interview/Reference
<b>Knowledge/skills/abilities</b>		
Ability to relate well to stakeholders	E	Application/Interview/Reference
Ability to manage and work as part of a team	E	Application/Interview/Reference
Good Communication Skills	E	Application/Interview/Reference
Excellent attention to detail	E	Application/Interview/Reference
Time Management Skills	E	Application/Interview/Reference
Organisational Skills	E	Application/Interview/Reference
Administrative skills	E	Application/Interview/Reference
Ability to make effective use if ICT	E	Application/Interview/Reference
Flexible attitude to work	E	Application/Interview/Reference
Ability to work to required standards, deadlines and timescales	E	Application/Interview/Reference
Knowledge of the concept of confidentiality	E	Application/Interview/Reference
<b>Other</b>		
An understanding of and a commitment to the school's Mission Statement	E	Application/Interview/Reference
Commitment to Safeguarding and protecting the welfare of children and young people	E	Application/Interview/Reference



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Commitment to Health and Safety	E	Application/Interview
Commitment to punctuality and attendance at work	E	Interview/Reference
Commitment to undertake service development	E	Application/Interview/Reference
Commitment to confidentiality	E	Application/Interview/Reference

**Note: We will always consider your references before confirming a job offer in writing.**

*We are committed to safeguarding and promoting the welfare of children. Successful candidates will be subject to enhanced DBS checks and expected to contribute to the safeguarding of pupils. In addition, as part of the shortlisting process, an online search of shortlisted candidates will be carried out as part of our due diligence. It is an offence to apply for the role if an applicant is barred from engaging in regulated relevant to children.*