

# Person Specification

## Cover Co-ordinator and Data/Exams Administrator

Criteria	Essential	Desirable
<b>Academic Qualifications</b>		
Evidence of 5 or more GCSEs, including English and Maths.	X	
Evidence of advanced study (level 3)		X
<b>Experience</b>		
Evidence of working in a team and the ability to work collaboratively.	X	
Experience with database management, including maintaining accurate records and data protection compliance.	X	
Familiarity with Management Information Systems such as SIMS or Arbor, particularly for data input and reporting and reporting.		X
Strong IT skills, with proficiency in Microsoft Office, particularly Excel, Word and Outlook.	X	
Exceptional organisational skills and attention to detail.	X	
Ability to communicate effectively with a range of stakeholders, including staff, students, parents and external agencies.	X	
Ability to manage time effectively, prioritise tasks and meet tight deadlines.	X	
<b>Knowledge and Skills</b>		
Ability to build and form good relationships with students, colleagues and other professionals	X	

Good verbal and written communication skills to ensure effective communication with colleagues, students and other professionals	X	
Experience of maintaining data in a secure environment. To act in accordance with professional codes at all times, showing a high level of discretion and professionalism when handling confidential information.	X	
Ability to absorb and understand a wide range of information.	X	
Capacity to adapt to changing requirements and respond effectively to unplanned situations.		X
<b>Personal Qualities</b>		
Self motivated and capable of working independently to meet deadlines.	X	
Ability to improve own practice/knowledge through self-evaluation and learning from others.	X	
Proven ability to work both independently and as a team member.	X	
Ability to work under pressure.	X	
A strong work ethic and dedication to the ethos of the school.		
Pragmatically optimistic	X	
Drive, energy, commitment and "willingness to go the extra mile"	X	
Personal "presence" and confidence; warmth and sensitivity; flexibility and maturity of approach; enthusiasm and a sense of humour.	X	