



WADDESDON

CHURCH OF ENGLAND SCHOOL

EXAMINATIONS & DATA TRACKING OFFICER

PERSON SPECIFICATION

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Education & Qualifications NVQ 3 or equivalent qualification or experience in relevant discipline GCSE or equivalent numeracy/literacy skills A Level or equivalent qualification Evidence of further training in school-based support Exam board training	E E D D D	App/Int
Experience Experience of the public examinations process Experience of extracting and analysing relevant data from a MIS and producing reports Experience of working successfully and co-operating as a member of a team Managing and maintaining data in a secure environment Experience of development, management and operation of administrative systems in a school-based setting Exams Office experience	D E E E D D	App/Int/Ref
Knowledge Effective use of ICT and other specialist equipment/resources Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation Good working knowledge of SIMS and relevant modules (Assessment Manager/Exams)	E D D	App/Int/Ref

<p>Skills/Abilities</p> <p>Ability to communicate effectively at all levels</p> <p>Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these</p> <p>Excellent IT skills including Word, Excel and database programmes</p> <p>Ability to manage a team of invigilators</p> <p>Ability to deal with regular interruptions</p> <p>Ability to work with minimal supervision and to act on own initiative</p> <p>Ability to work under pressure to set deadlines</p> <p>Ability to produce accurate work</p>	<p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>App/Int/Ref</p>
<p>Work Circumstances</p> <p>This post requires flexible hours.</p>	<p>E</p>	<p>App/Int</p>
<p>Professional Values for all Staff</p> <p>Strong commitment to the school's safeguarding and child protection policies</p> <p>Wholehearted commitment to supporting the school's culture, values and ethos</p> <p>High levels of professionalism</p> <p>Strong commitment to ensuring high standards in own work and the work of others</p> <p>Strong commitment to safeguarding</p> <p>Unshakeable belief in the ability of all children and young people to achieve and to overcome obstacles to their learning</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>App/Int/Ref</p>

March 2026