



PERSON SPECIFICATION

Job Title: Assessment Officer

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> Educated to GCSE level, including English and Mathematics Computer literate in Microsoft Office packages (especially Excel) 	<ul style="list-style-type: none"> Formal training accreditation in MIS packages such as Assessment Manager WBC training accreditation for specific MIS packages Formal safeguarding training to Level 1 or higher First aid qualification
Previous experience	<ul style="list-style-type: none"> Experience of working with young people in an educational setting Experience of using MIS software packages including Assessment Manager Experience of administrative support work, ideally in an education environment 	<ul style="list-style-type: none"> Experience of working in assessment teams within schools Experience of supporting senior management
Skills, knowledge and understanding	<ul style="list-style-type: none"> Ability to communicate effectively with children, parents and other staff Computer literate, including Microsoft Office packages Strong numeracy skills Good planning and organisational skills Methodical and diligent approach to data management This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to converse at ease with pupils/members of the public and provide advice/instruction in accurate spoken English is essential for the post. 	<ul style="list-style-type: none"> Higher competence in ICT as a tool for educational transformation. Ability to train other support staff on MIS systems. Knowledge of national policy in relation to assessment, included value-added tracking of progress
Leadership and management	<ul style="list-style-type: none"> The ability to develop strong working relationships with students and staff, and with staff from outside agencies Willingness to work as part of a team Ability to be professionally discreet and to respect confidentiality Ability to rise to challenges and to find workable solutions 	<ul style="list-style-type: none"> Evidence of commitment to continued professional development and training
Personal qualities	<ul style="list-style-type: none"> A commitment to ensuring that every student achieves their potential Patient, calm and resilient Ability to work under pressure 	<ul style="list-style-type: none"> Flexibility and ability to use their own initiative Ability to plan ahead and manage time effectively

	<ul style="list-style-type: none"> • Professional attitude to work, especially when representing the school • To be able to speak fluent English to an appropriate standard • Support with Whole School Safeguarding Policies & Procedures • Suitability to work with children, including relevant DBS checks 	
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