

LITTLE HEATH SCHOOL

Reading, Berkshire

Specialist Science and Mathematics College;
High Performing Secondary School



PERSON SPECIFICATION

Job Title: Assessment and Examinations Assistant

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 SIMS packages such as Assessment Manager and Exams Organiser• WBC training accreditation for specific SIMS 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 SIMs software packages including Assessment Manager and Exams Officer• Experience of administrative support work, ideally in an education environment	<ul style="list-style-type: none">• Experience of working in assessment and/or examinations teams within schools• Experience of supporting senior management• Experience of leading large and diverse teams• Experience of administrative support work, ideally in an education environment
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	<ul style="list-style-type: none">• Higher competence in ICT as a tool for educational transformation.• Ability to train other support staff on SIMs• Knowledge of national policy in relation to assessment, attendance and examinations, 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 rise to challenges and to find workable solutions• Ability to be professionally discreet and to respect confidentiality	<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• Professional attitude to work, especially when representing the school• Suitability to work with children, including relevant DBS checks	<ul style="list-style-type: none">• Ability to work under pressure• Flexibility and ability to use their own initiative• Ability to plan ahead and manage time effectively