**PERSON SPECIFICATION: Examinations Officer**

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| **Criteria** | **Essential** | **Desirable** |
| **1. Skills** | * **Good understanding of English** * **Willingness to undertake relevant training** * **Have excellent IT skills including Word, Excel, email and database programs** * **Able to line manage a team of invigilators** * **Have the ability to deal with all people in a polite and courteous manner, showing firmness when required** * **To be able to deal with regular interruptions** * **Communicate effectively (both verbally and in writing) at all levels e.g. pupils, staff, parents, visitors, external agencies** * **Ability to work with minimal supervision and to act on own initiative** * **Promote a positive working environment** * **Be able to work under pressure to set deadlines** * **Produce accurate work** | * **Monitoring of financial costs** * **Problem solving** * **Spreadsheet experience** |
| **2. Knowledge/Experience** | * **Experience of extracting and analysing relevant data from a management information system and producing reports** * **Managing and maintaining data in as secure environment** | * **SIMS experience (assessment manager/exams)** * **Work in education experience** * **Knowledge of Examination systems** * **Understand the statutory requirements if legislation concerning Safeguarding, including child protection, Equal opportunities and Health & Safety** |
| **3. Personal Skills/Qualities** | * **Be able to follow direction and work in collaboration with line management and SLT** * **To be able to work flexibly to meet deadlines and respond to unplanned situations** * **Punctual and Reliable** * **Approachable and empathetic** * **Good judgement under pressure** * **Organised and resourceful** * **Willingness to learn** * **Be prepared to work flexible hours to suit the post** * **To be available during school term and specified dates during school holidays** | * **Enjoy a variety of pace** |
| **Special Requirements** | * **Will be required to undergo an Enhanced Disclosure and Barring Service Check (DBS)** |  |