**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**
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| **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**
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| **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**
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| **Special Requirements** | * **Will be required to undergo an Enhanced Disclosure and Barring Service Check (DBS)**
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