**Exams Officer Person Specification**

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| **Experience, Skills, Knowledge and Understanding**  | **Essential** | **Desirable** | **Assessment** |
| Minimum of 5 GCSEs or equivalent Grade C or above including Maths and English  | X |  | AIR |
| Can demonstrate experience in a similar role or possess strong administration skills |  | X | AIR |
| Knowledge and understanding of exam procedures in a Secondary environment |  | X | AIR |
| Has an understanding of how schools are managed and organised  |  | X | AIR |
| Is able to work independently and autonomously as well as within a team | X |  | AIR |
| Can maintain issues of confidentiality in the working environment | X |  | AIR |
|  |  |  |  |
| **Decision Making**  |  |  |  |
| Has initiative and can work independently | X |  | AIR |
| Has understanding of when to consult, make decisions and defer to others | X |  | AIR |
|  |  |  |  |
| **Communication and Self-management Skills** |  |  |  |
| Is able to plan, organise, priorities and manage their time effectively | X |  | AIR |
| Is highly organised | X |  | AIR |
| Has the ability to communicate effectively with a range of different people and organisations | X |  | AIR |
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| **Personal Attributes** |  |  |  |
| Excellent time-management and multi-tasking skills | X |  | AIR |
| Ability to work under pressure and to tight deadlines to a high standard | X |  | AIR |
| Can show a positive commitment to organisational principles  | X |  | AIR |
| Has a sense of humour and patience, particularly when facing difficult and challenging situations  | X |  | AIR |
| Has the ability to work flexibly and in a responsive way with tact, discretion and confidentiality | X |  | AIR |
| Is committed, resilient, robust, resourceful, keen and enthusiastic | X |  | AIR |
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