

## Melbourn Village College: Examinations Officer

### PERSON SPECIFICATION

Essential	Desirable
<ul style="list-style-type: none"> <li>• Educated to at least GCSE grade C standard or equivalent in English and mathematics.</li> <li>• Experience of working in a busy office environment.</li> <li>• Experience of managing and maintaining data in a secure environment.</li> <li>• Experience inputting, extracting and analysing relevant data from a management information system, and designing user friendly reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Further or higher education qualifications relevant to the field.</li> <li>• Experience of working in a school or similar establishment.</li> <li>• Experience in the recruitment and training of staff.</li> <li>• Experience in the line management of staff.</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to build and form good relationships with students and colleagues.</li> <li>• Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</li> <li>• Ability to improve own practice / knowledge through self-evaluation and learning from others.</li> <li>• Managing and monitoring a budget, and providing required reports.</li> <li>• Good standard of numeracy and literacy skills.</li> <li>• Knowledge and experience of using ICT packages and equipment effectively.</li> <li>• Ability to word process documents and draft correspondence.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate a good understanding of examination process.</li> <li>• Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation.</li> <li>• Working knowledge of national guidance on curriculum delivery.</li> </ul>

Essential	Desirable
<ul style="list-style-type: none"> <li>Ability to maintain record and office systems, for example, filing.</li> </ul>	
<p>Initiative and ability to prioritise one's own work and work to tight deadlines.</p> <p>Able to work flexibly to support others and respond to unplanned situations.</p> <p>Able to lead in collaboration with line manager and the establishment's senior leadership.</p> <p>Efficient and meticulous in organisation and detail.</p> <p>Desire to enhance and develop skills and knowledge through CPD.</p> <p>Commitment to the highest standards of child protection and safeguarding.</p> <p>Recognition of the importance of personal responsibility for health and safety.</p> <p>Commitment to the school's ethos, aims and its whole community.</p>	