

## Person Specification

### Examinations Assistant

	Essential	Desirable
<b>Qualifications</b> Good standard of general education to A Level or equivalent	✓	
<b>Experience</b> Competent in the use of IT applications including word processing, spreadsheets, databases, email etc. The ability to work with and manipulate data and produce reports for a range of purposes primarily using Excel. Relevant experience in data handling. Administrative experience. A knowledge of Bromcom. A willingness to undertake training as required.	✓  ✓ ✓ ✓ ✓	✓
<b>Knowledge</b> A knowledge and understanding of the procedures and practices related to the examination process. An understanding of safeguarding procedures in relation to the recruitment of Invigilators.		✓  ✓
<b>Skills/Attributes</b> Excellent organisational skills and an ability to produce work to meet tight deadlines with minimal supervision. Ability to communicate effectively and competently deal with high volumes of enquiries from staff, students and parents. Be flexible, particularly in relation to the hours worked during examination periods and to changing demands. Ability to organise training schedules for a team of staff. Good standard of numeracy and literacy. Exercise a high degree of integrity and confidentiality when handling materials, candidate data and results. Must be of smart appearance. A high level of interpersonal skills and the ability to work effectively in a team and with a range of people. The ability to prioritise tasks and work calmly under pressure.	✓  ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
<b>General Circumstances</b> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. An ability to work with the 14-19 age range and advise students professionally and sensitively.	✓	✓
<b>Factors not already covered</b> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓	