

Person Specification -Examinations Officer

It would be desirable for all applicants to have the following experience, qualifications and knowledge however training will be given to suitable applicants.

Desirable Skills and Experience

- Good general standard of education.
- Ability to communicate effectively both with students, parents and staff.
- Ability to manage and co-ordinate teams of invigilators
- Ability to give instructions
- Ability to relate to candidates whilst maintaining an air of authority.
- To be patient, tactful and approachable.
- Ability to keep accurate records of all aspects of the examination process
- Ability to work under extreme pressure.
- Ability to use own initiative, yet to judge when a decision is not yours to make.
- Ability to keep calm in emergency situations and/or during unexpected circumstances.
- Ability to work alone or as part of a team, as necessary.
- Ability to follow predetermined instructions.
- Reliability and punctuality.
- Understanding of issues of confidentiality.
- To have a flexible approach to work.
- Following the rules as laid down in accordance with the examination boards and the Council for Joint Qualifications (JCQ).
- Willingness to attend regular briefings and training for the role and to keep Senior Leadership Team updated