**EXAMINATIONS OFFICER**

**PERSON SPECIFICATION**

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| **Criteria** | **Essential / Desirable** | **Evidenced** |
| **Qualifications**  5 or more GCSEs at grade C or above, or their equivalent, including English and Maths.  Relevant qualification e.g. EOA - Introduction Certificate.  Willingness and ability to be trained to Level 3 standard in relevant qualification e.g. EOA - Intermediate Certificate.  **Skills and Abilities**  Excellent organisation and data-handling skills  A keen eye for detail, a meticulous approach  The ability to help manage the orderly start and end of examinations involving 160 students  Ability to respond positively to pressure, maintaining consistency and efficiency of the execution of duties.  Excellent communication skills  **Knowledge and Experience**  Knowledge of examination board requirements and procedures  Previous experience of working in a secondary school  **Personal Qualities**  Reliability and integrity.  Ability to maintain a healthy work life balance.  Sense of humour, ability to get on well with colleagues | E  D  E  E  E  E  E  E  D  D  E  E  E | Application form  Application / interview  Application / interview  Reference / interview  Reference / interview  Reference / interview  Reference / interview  Reference / interview  Application / interview  Application / interview  Reference / interview  Reference / interview  Reference / interview |