**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 skillsA keen eye for detail, a meticulous approachThe ability to help manage the orderly start and end of examinations involving 160 studentsAbility 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 | EDEEEEEEDDEEE | Application formApplication / interviewApplication / interviewReference / interviewReference / interviewReference / interviewReference / interviewReference / interviewApplication / interviewApplication / interviewReference / interviewReference / interviewReference / interview |