

**Examinations Officer**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Essential** | **Desirable** | **Evidence Form** |
| Skills, knowledge and aptitudes | * Be able to communicate effectively with a wide range of stakeholders and the wider community * Have good listening, oral and literacy skills * Be able to organise time and work to deadlines * Be able to organise and schedule activities so they run smoothly * Be able to acquire and apply good working knowledge of administrative processes, procedures and systems * Be task driven * Be able to use initiative and judgement to resolve problems with guidance from line manager, where required * Have a high regard for attention to detail * Have excellent ICT skills |  | Application form  Letter of application |
| Qualifications and training | * Either possess GCSE English and Maths or have broad relevant work experience * Be willing to attend appropriate training and development |  | Application form |
| Experience | * Evidence of relevant personal and professional development * Evidence of working in an environment where experiences included taking initiative and self-motivation | * Of working in a similar environment * SIMS knowledge | Application form  Interview |
| Personal attributes | * Person of integrity * Be self-motivated * Ability to maintain confidentiality * Ability to remain impartial * Have an openness to learning and change * Ability to work independently * Have a flexible approach to working routines * Be sympathetic to the needs of others * Have a positive attitude to personal development and training * Have excellent interpersonal skills * Resilience * Good sense of humour * Be suitable to work with children |  | Interview  References |

Thamesmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrably share this commitment. Any successful applicant will be required to undertake an enhanced check by the Disclosure and Barring Service.