

**Person Specification – Examinations Officer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| EDUCATION / QUALIFICATIONS | Good standard of written & spoken English.  GCSE English or equivalent  GCSE Maths or equivalent |  | - Application Form  - Interview  - Certificates |
| EXPERIENCE | Used to working in a busy environment  Good knowledge and experience of using  Microsoft Word / Excel and Email  Experience of the public examination system/working in an examinations setting  Experience in a role of responsibility  Experience of managing and maintaining data and resources in a secure environment, maintaining confidentiality | Experience of working in a Secondary education setting | - Application Form  - Interview |
| SKILLS & APTITUDES | Ability to clearly communicate in person, on telephone and in writing  Ability to clearly communicate with a variety of different people i.e. staff, students, parents etc.  Demonstrable ability to prioritise & multitask Good organisational & time management skills  Ability to lead /line manage a group of invigilators and direct the work of others  Ability to meet deadlines whilst producing accurate work  Ability to maintain confidentiality  Ability to produce reports and present data relating to exams | An understanding of when to consult and defer to others (effective decision making) | - Application Form  - Interview  - References |
| PERSONAL ATTRIBUTES | Able to demonstrate a flexible approach to work  Ability to work on own initiative or as part of a team  Confident, polite and friendly manner  Able to show firmness when necessary  Willingness to participate in CPD and undertake specific training  Ability to produce work to a high professional standard under pressure/whilst adhering to deadlines | Previous experience of working in a team environment  Ability to react positively in challenging situations | - Application Form  - Interview  - References |