

**Person Specification – Examinations Officer**

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| EDUCATION / QUALIFICATIONS | Good standard of written & spoken English. GCSE English or equivalentGCSE Maths or equivalent |  | - Application Form- Interview- Certificates |
| EXPERIENCE | Used to working in a busy environmentGood knowledge and experience of usingMicrosoft Word / Excel and EmailExperience of the public examination system/working in an examinations settingExperience in a role of responsibilityExperience 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 writingAbility to clearly communicate with a variety of different people i.e. staff, students, parents etc.Demonstrable ability to prioritise & multitask Good organisational & time management skillsAbility to lead /line manage a group of invigilators and direct the work of othersAbility to meet deadlines whilst producing accurate workAbility 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 workAbility to work on own initiative or as part of a teamConfident, polite and friendly mannerAble to show firmness when necessaryWillingness to participate in CPD and undertake specific trainingAbility to produce work to a high professional standard under pressure/whilst adhering to deadlines | Previous experience of working in a team environmentAbility to react positively in challenging situations | - Application Form- Interview- References |