

Person Specification

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| Post Title: | Examinations Officer | |
| Department: | Exams | |
| Salary: | £26,507 per annum | Date Compiled: October 2020 |

| Attributes | Essential | Desirable |
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| Knowledge | <ul style="list-style-type: none"> Willingness to learn the particular requirements of GCSE, A level and BTEC exam boards and the local impact on the School. | <ul style="list-style-type: none"> Some experience of working with or for Exam Boards. Sound understanding of young people and the pressures they face as they progress through Key Stage 4 & 5. |
| Skills | <ul style="list-style-type: none"> Excellent interpersonal skills. Excellent administrative and organisational skills. Excellent written and verbal communication skills. Ability to follow set procedures and use own initiative in a busy environment. Ability to relate to teachers and other professionals. Self-motivated and able to work with minimum supervision and organise/manage own workload. Excellent children behaviour management skills. Good IT skills. | <ul style="list-style-type: none"> Some experience of training and indirectly managing invigilators. Ability to manage exams with clarity and rigour, while also maintaining a kind and respectful pupil-focussed attitude. Ability to demonstrate a methodical approach to problem-solving. |

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| Experience | <ul style="list-style-type: none">• Previous experience working in a deadline-driven environment.• Previous experience of working in a team environment. | <ul style="list-style-type: none">• Some experience of working with or for Exam Boards.• Previous experience of administering examinations in a secondary school.• Previous experience of working with groups of children.• Previous experience of using supervision/management skills. | |
| Attributes | <ul style="list-style-type: none">• High standards of professionalism, including punctuality and attendance.• Ability to work with due regard to confidentiality, data protection and safeguarding at all times.• Ability to keep up-to-date with changes in the working environment.• Flexible and adaptable attitude and approach to work.• Calm, tactful and collaborative manner. | | |
| Qualifications | <ul style="list-style-type: none">• Five GCSEs grade C or above (or equivalent), to include Mathematics and English. | | |
| Person Specification drawn up by: | | Leo Dudin, Deputy Head, Academic | Date: October 2020 |
| Approved for department by: | | Human Resources | Date: October 2020 |