

## Person Specification Examinations Officer

Attribute	Essential	Desirable	How Identified
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>Admin NVQ qualification</li> <li>C grade or above in GCSE English and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Good communication and interpersonal skills</li> <li>Good numeracy, literacy and ICT skills</li> <li>Familiar with using SIMSs</li> <li>Able to work on own initiative</li> <li>Good organisational skills with meticulous attention to detail</li> <li>Good time managements skills, including the ability to work to deadlines</li> <li>Proficient in Microsoft Office applications, especially Excel and Word</li> <li>Good communication skills</li> <li>Work well as part of a team</li> <li>Ability to work well under pressure</li> <li>Flexibility to work outside hours on very occasional basis</li> </ul>	<ul style="list-style-type: none"> <li>Some basic knowledge and understanding of the secondary school system</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Selection process</li> <li>References</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous work experience in an examination role</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment or of working with young people</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Selection process</li> </ul>
<b>Continuous Professional Development</b>	<ul style="list-style-type: none"> <li>Evidence of commitment to Continuing</li> </ul>		

	Professional Development		
<b>Other Conditions</b>	<ul style="list-style-type: none"> <li>Enhanced DBS Clearance</li> </ul>		

*The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.*