

Exams Officer
Aureus School - Person Specification

Position: Admissions Officer	Essential	Desirable
Qualifications:		
GCSE Maths and English (or equivalent)	Y	
Degree level		Y
Evidence of continuous professional development.	Y	
Professional and Experience:		
Experience of leading and managing the examination process or similar processes. Candidates without direct experience should be able to show the ability to lead and manage the examination process.	Y	
Experience of operating at a relatively senior level within an organisation	Y	
Experience of working in a role using SIMS extensively across a range of processes.	Y	
Experience of maintaining and promoting the use of SIMS to provide key data for LMT/staff.	Y	
Skills		
Proven leadership skills		Y
Ability to work independently, demonstrating initiative.	Y	
Experience of managing a records management information system, preferably within an educational environment	Y	
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required.	Y	
Ability to reconcile priorities, work to tight deadlines and problem solve	Y	
Knowledge of a variety of ICT systems including Word, Excel and Publisher. Ability to mail merge and create/manipulate data in Excel.	Y	
Receptive to new ideas, approaches and challenges.		Y
An ability to communicate effectively with teachers, students, parents, carers and multi-agencies.	Y	
An ability to work autonomously and as part of a team.	Y	
Good organisation, time management, communication and interpersonal skills.	Y	
Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information.		Y
Personal Attributes		
Patience, resilience, tolerance and a genuine understanding of the difficulties that students may encounter with their school and home life.		Y
Ability to develop and sustain successful relationships with colleagues at all levels	Y	

Excellent organisational skills, ability to work under pressure and meet deadlines	Y	
Ability to plan, monitor, evaluate and review	Y	
Communicate clearly and concisely both verbally and in writing, with all customers (pupils, parents, colleagues, external contacts, etc.)	Y	
Ability to write clear and informed reports		Y
Ability to create innovative solutions to solve problems		Y
Safeguarding:		
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>		