

Exams Assistant Person Specification

Education and Qualifications	Essential	Desirable	Assessment
GCSE grade 4 or equivalent in Maths and English	✓		A
Commitment to personal/professional development			

Experience	Essential	Desirable	Assessment
Experience of working in Education or similar environment	✓		A/I
Experience of using ISAMs or similar MIS	✓		A/I
Experience of using a range of IT packages including Microsoft Word, Excel and Outlook	✓		A/I

Knowledge and Understanding	Essential	Desirable	Assessment
Thorough knowledge of the GCE, GCSE and iGCSE examination system as well as other examinations taken by Leighton Park students	✓		A/I
Excellent knowledge of the UK secondary education system	✓		A/I

Skills and Attributes	Essential	Desirable	Assessment
Ability to establish good working relationships and effective teamwork	✓		I
Excellent communication skills	✓		A/I
High degree of personal organisation and initiative	✓		A/I
Ability to work independently	✓		I
Ability to generate ideas and drive initiatives	✓		I
Attention to detail		✓	I
Ability to present information in a clear and understandable way		✓	I
Ability to follow policies and procedures	✓		A/I

Personal Qualities	Essential	Desirable	Assessment
High expectations of students and colleagues reflected in a professional approach to parents and members of the public	✓		I
Highly motivated and able to motivate and inspire students		✓	I
Enthusiastic and committed	✓		A/I
Open-mindedness	✓		A/I
Ability to maintain confidentiality	✓		I
A forward-thinking approach	✓		A/I
Excellent interpersonal skills	✓		A/I

Display calmness under pressure and respond flexibly to changing demands	✓	I
Willingness to undertake training and development as required	✓	A/I
A commitment to the whole life of a busy boarding community	✓	A/I
Recognise the importance of personal responsibility for Health and Safety	✓	
Flexibility in working hours during busy periods	✓	A/I
Commitment to the school's ethos, aims and its whole community	✓	

Assessment Key

A Application Form

I Interview