

Person Specification

Exams Administrator		
	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> GCSE English and Maths/ Appropriate level of literacy and numeracy Administering internal and external exams according to exam board guidelines Working in an administrative/office using IT systems Knowledge of relevant legislation in relation to a range and type of qualification for A Level and GCSE qualifications 	<ul style="list-style-type: none"> Level 2 (or above) NVQ or equivalent in related area Experience of a school information management system, ideally SIMs.
Skills and Attributes	<ul style="list-style-type: none"> Excellent written and oral communication skills Excellent keyboard and data entry skills Appropriate level of data protection, security and confidentiality awareness Ability to work calmly in stressful situations Good interpersonal skills Excellent organisational skills Commitment to the wider community Ability to use judgement to design, develop and implement changes to improve processes and working arrangements through procedures guides regularly Ability to keep accurate and up to date records Establish relationships and communicate effectively with staff, students, parents and external bodies Able to work in a team and independently as required 	<ul style="list-style-type: none"> Evidence of the ability to develop work in outstanding teams To have a sense of humor

Note that for some administration posts there may be specific training and knowledge required to undertake this role.