TITLE OF POST:	**Examinations Officer**
GRADE:	**SO1**

PERSON SPECIFICATION

Experience, Skills, Knowledge and Understanding
Minimum of 5 GCSEs or equivalent at Grade C or above including Maths and English
Excellent working knowledge of Microsoft office packages including Outlook, Word, Excel and PowerPoint with excellent keyboard skills
Ability to develop effective systems for the collation, storage and processing of paper based and electronic data
Ability to work to tight deadlines and to provide clear structures for others to ensure deadlines are met
Can maintain confidentiality in the working environment
Ability to process information and provide a range of reports for relevant stakeholders
Excellent time management and multi-tasking skills and to use own initiative

Decision Making
Has initiative and can work independently as well as within a team
Has an understanding of when to consult, make decisions and defer to others

Communication and Self-Management Skills
Good interpersonal skills and ability to communicate effectively both orally and in writing, including dealing with people at all levels
Is able to plan, organise, prioritise and manage own time effectively
Will actively engage in training activities and take responsibility for his/her own professional development
Ability to offer training and support to other staff

Personal Attributes
A positive, enthusiastic outlook, embracing risk and innovation
Commitment and dedication to social justice, equality and excellence
Engagement in collaborative partnership working, within and beyond the school
Integrity in relation to their own and the school's practice
Courage and conviction to achieve the best outcomes
Respect and empathy towards others
Resilience, perseverance and optimism in the face of difficulties and challenges
Decisiveness, consistency and focus on solutions
Drive for improvement and challenging underperformance
Capacity to be flexible adaptable and creative
Capacity to receive and act on feedback to build on strengths and improve personal performance