

EXAMS OFFICER Person Specification

QUALIFICATIONS/EXPERIENCE/TRAINING/DEVELOPMENT	ESSENTIAL	DESIRABLE
Qualified to graduate level or equivalent		√
Previous relevant experience of working in a school or college	√	
Experience of working with school management information systems (SIMS or similar)	√	
Experience of exams management	√	
SKILLS/ABILITIES/COMPETENCIES		
Higher level IT skills including expert knowledge of SIMS and all Microsoft Office applications, particularly Excel	√	
Knowledge and understanding of the national examinations system	√	
Experience of school data systems	√	
Proficient in spelling, punctuation, grammar and other English language skills	√	
Good numeracy skills	√	
Ability to absorb and understand a wide range of information	√	
Excellent analytical skills	√	
Above average attention to detail	√	
Ability to work calmly under pressure	√	
Ability to self-evaluate learning needs and actively seek learning opportunities		√
Experience of maintaining data in a secure environment including inputting, extracting and analysing relevant data from a management information system.	√	
Effective communication skills with the ability to establish and maintain good working relationships with all school staff, parents and students	√	
PERSONAL QUALITIES		
A real team player with a flexible approach	√	
Has a professional manner and attitude	√	
Trustworthy, responsible, reliable and punctual	√	
Efficient and meticulous in organisation and attention to detail	√	
Ability to identify, recommend and implement improvements to processes and procedures		√
Ability to show initiative and prioritise one's own work		√