

Exams Officer Person Specification

	JOB REQUIREMENTS	Essential	Preferred	Assessed
Qualifications, experience and knowledge	GCSE / CSE or equivalent in English and Maths, grade C or above	✓		A
	Experience of use of computerised systems and report generation	✓		A, I
	Previous relevant experience of working in a school or college		✓	A
	Demonstrate a good working knowledge of various computer software packages including Microsoft Word, Excel and Outlook	✓		A, I
	Knowledge of SIMs software		✓	A, I
	Knowledge of school examination and timetabling requirements		✓	A, I
	JOB COMPETENCIES	Essential	Desirable	Assessed
<u>Interacting and Presenting</u>	Excellent team worker	✓		I
	Builds good relationships and relates well to people at all levels	✓		I
	Good oral and written communication skills		✓	A, I
<u>Organising & Executing</u>	Able to be an effective timekeeper and able to manage and organise own time	✓		A, I
	Demonstrable attention to detail	✓		A, I
	Able to follow instructions systematically and work to deadlines	✓		A, I
<u>Adapting and Coping</u>	Ability to work productively in a pressurised, busy, deadline driven work environment	✓		A, I
	Ability to maintain a calm, helpful and positive attitude in a busy environment	✓		A, I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>).	✓		
	Willingness to undertake Child Protection training when required.	✓		I

A = by application, I = assessed on Interview Day