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| KCC NEW LOGO | **Kingsthorpe College**  Examinations Officer |  |

Person Specification

The Collaborative Academies Trust (CAT) is an expanding sponsor of academies. It is run and led by a highly skilled and experienced team of educationalists working with secondary, primary and special schools. It works in collaborative partnership with the Local Governing Body and the Headteacher. The Trust and Governing Body of Kingsthorpe College are committed to safeguarding and promoting the welfare of children and young persons and ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

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|  | **Essential**  **It is essential candidates can**  **provide evidence of:** | **Desirable**  **It is desirable candidates can provide evidence of:** |
| **Education, Training and Qualifications** | Educated to A Level standard (Maths & English or equivalent) | Educated to degree level |
| **Experience/Skills**  **And Abilities** | Experience of working in an office and/or  data driven environment  Experience of compliance with the requirements of regulatory bodies  High level of IT skills  Good analytical and numerical ability  Excellent written and oral communication skills  Good communication and interpersonal skills – working with staff, students and parents/carers  Experience of dealing with confidential issues  Equal Opportunities, Health and Safety and Child Protection | Significant experience in school(s)  Previous experience of working as an exams officer or in schools administration  Knowledge or understanding of secondary school procedures  Knowledge of examinations regulations or procedures  Knowledge of SIMS or similar Management Information System |
| **Written application** | A well-constructed, legible application |  |
| **Personal Attributes** | Calm, confident attitude  High level of personal organisation  Ability to adapt quickly to different situations and a good level of common sense  Ability to work in a team and on your own without close supervision  Ability to communicate effectively with children, parents and staff  Able to use initiative  Respectful of confidentiality and a professional, tactful approach  Flexible, adaptable and proactive  Well organised and able to meet deadlines  Excellent attention to detail  Honest, trustworthy and reliable  Commitment to safeguarding and promoting the welfare of children and young people  Understand and engage with the school’s Vision, Mission and Values through their everyday activities |  |
| **Equal Opportunities** | An understanding of issues regarding equal opportunities for all. | Examples of good practice from their own experience. |
| **Appearance** | Accept the College dress code and dress professionally in accordance with the culture of the organisation. |  |
| **Criminal Record Check** | Provide information to process a full Disclosure and Barring Service (DBS) disclosure. |  |

**Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment.**