**PERSON SPECIFICATION EXAMS OFFICER BAND 3**

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Educated to NVQ Level 3 or equivalentExperience in School Exams and timetablingCompletion of DCSF Induction programmeExperience of working with children  |
| Knowledge of relevant policies and procedures | Knowledge of School Internal and External Examination Processes  |
| Literacy | Excellent Reading and Writing Skills |
| Numeracy | Ability to count and undertake calculations  |
| Technology | Ability to uses equipment e.g. photocopier, specialist equipment e.g. CMIS Examination Modules and EDI Electronic Data Interface |
| **Communication** | Written | Form filling, letter writing, reporting exams, Examination timetabling |
| Verbal | Listening SkillsAbility to exchange routine verbal information clearly with children and adultsAbility to express own views and opinions |
| Negotiating | Ability to consult effectively with children and adults Ability to motivate/encourage/empowerchildren/adults |
| **Working with Children** | Behaviour Management | Understanding and implementation of school behaviour management policy |
| SEN | Understand and support the differences in children and adults and respond appropriately |
| Curriculum/School organisationChild Development and Health and Well Being | Understanding of exams boards and exams procedure, timetabling etc.Understanding of the way in which children develop and the importance of physical and emotional wellbeing |
| **Working with others** | Working with partners | Ability to forge networks/links, internal and external partners.  |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults using appropriate communication stylesAbility to build open and honest relationships |
| Team work | Work effectively as part of a teamAbility to work independentlyKnow when and how to seek supportKnowledge of own position within a team environment and the boundaries which apply |
| Information | Ability to record and report observations in an appropriate mannerAbility to distinguish between option and fact |
| **Responsibilities**  | Organisational skills | Ability to be proactive and initiate actionAbility to work in an organised manner under tight deadlines/timescales |
| Line Management | Supervise Exam Invigilators |
| Time Management | Ability to manage own time  |
| **General** | Equalities | Demonstrate commitment to treating all people fairly |
| Health & Safety | Appliance with Schools Health and Safety policies |
| Child Protection | Understand what is meant by safeguarding and the different way in which children can be harmedUnderstand and comply with children protection procedures |
| Confidentiality/Data Protection | Understand and comply with procedures and legislation relating to confidentiality |