**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 equivalent  Experience in School Exams and timetabling  Completion of DCSF Induction programme  Experience 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 Skills  Ability to exchange routine verbal information clearly with children and adults  Ability to express own views and opinions |
| Negotiating | Ability to consult effectively with children and adults  Ability to motivate/encourage/empower  children/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 organisation  Child 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 styles  Ability to build open and honest relationships |
| Team work | Work effectively as part of a team  Ability to work independently  Know when and how to seek support  Knowledge of own position within a team environment and the boundaries which apply |
| Information | Ability to record and report observations in an appropriate manner  Ability to distinguish between option and fact |
| **Responsibilities** | Organisational skills | Ability to be proactive and initiate action  Ability 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 harmed  Understand and comply with children protection procedures |
| Confidentiality/Data Protection | Understand and comply with procedures and legislation relating to confidentiality |