

## PERSON SPECIFICATION - EXAMINATIONS OFFICER

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience and knowledge of SIMS</li> <li>• Computer literate, particularly in use of Microsoft Office</li> <li>• Experience and in-depth knowledge of exams administration</li> <li>• Demonstrable experience of working in a general administration environment</li> <li>• Understand of Data Protection and Confidentiality</li> </ul>	
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSEs or equivalent in English and Mathematics at grade A* to C</li> </ul>	An intermediate or above qualification in IT/typing skills
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills written and verbal</li> <li>• Excellent interpersonal skills, ability to work within professional boundaries and relate well with visitors, students and staff</li> <li>• Ability to work with due regard to confidentiality, data protection and safeguarding at all times</li> <li>• Good organisational skills, to include:               <ul style="list-style-type: none"> <li>○ ability to plan and prioritise work, so that deadlines are met;</li> <li>○ ability to identify and analyse problems and use their own judgement to produce an acceptable solution</li> </ul> </li> <li>• Good numerical skills</li> <li>• Ability to follow set procedures and use own initiative in a busy environment</li> <li>• Ability to work under pressure against changing priorities and competing demands</li> <li>• Self-motivated and able to work with minimum supervision and organize/manage own workload and to keep up-to-date with changes in the working environment</li> <li>• Positive role model of professional practice and conduct of others</li> <li>• Ability to take a collaborate role when working within a team</li> </ul>	
<b>Training</b>	<ul style="list-style-type: none"> <li>• Evidence of experience in a similar role</li> <li>• Evidence of continuous INSET and professional development</li> <li>• Willingness to undertake relevant training and identify own development needs</li> </ul>	
<b>Attributes and Attitudes</b>	<ul style="list-style-type: none"> <li>• Able to inspire and enthuse all students to achieve their individual potential</li> <li>• Flexible approach, including a sense of humour, and positive attitude towards work</li> <li>• Punctual and reliable</li> <li>• A team player who is enthusiastic and willing to persevere in the face of challenges</li> <li>• Ability to adapt to changes in the workplace</li> <li>• Calm, tactful and collaborative manner</li> <li>• Trustworthy and discreet for confidentiality</li> <li>• To demonstrate a sense of commitment to support the ethos of the school</li> </ul>	
<b>Equality, diversity and inclusion</b>	<ul style="list-style-type: none"> <li>• Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Knowledge, understanding and commitment to safeguarding and promoting the welfare of students</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with students</li> </ul>	