

PERSON SPECIFICATION: EXAMINATIONS OFFICER

Method of assessment (MoA)

AF = Application Form

O/T = Observation/Test

I = Interview

R= Reference

	ESSENTIAL	METHOD OF ASSESSMENT			
		AF	O/T	I	R
Qualifications and Knowledge	A good standard of education particularly in English and Mathematics, at least equivalent to GCSE grade 'C' or above.	✓			
Experience	Experience of working in an environment related to the post	✓		✓	✓
	Demonstrate experience of effective use of IT, e.g. word, excel, powerpoint, email, etc, with effective keyboard skills	✓	✓	✓	✓
	Experience of using databases and spreadsheets	✓	✓	✓	
	Experience of organising complex timetables or similar	✓	✓	✓	✓
	Proven experience in a responsible role	✓			✓
	Awareness of equal opportunities and disability discrimination legislation	✓		✓	
Skills and Abilities	Ability to work using own initiative within boundaries, both on your own or in a team	✓		✓	✓
	An ability to work effectively with people across a wide range of levels and responsibilities	✓		✓	✓
	Excellent attention to detail	✓		✓	✓
	Excellent interpersonal and customer service skills	✓	✓	✓	✓
	Ability to deal with difficult situations sensitively and calmly	✓		✓	✓
	Excellent organisation and planning skills	✓	✓	✓	✓
	An ability to manage and prioritise workloads	✓	✓	✓	✓
	An ability to work effectively and efficiently under pressure	✓	✓	✓	✓
	Able to develop innovative practice	✓		✓	✓
Personal Qualities	Evidence of and willingness to participate in further training and developmental opportunities.	✓		✓	✓
	Willingness to learn from others and to share own information and expertise with other staff.	✓		✓	✓
	Maintain confidentiality on all matters.	✓			✓
	Ability to communicate clearly and effectively, both orally and in writing.	✓	✓	✓	✓
	Demonstrate positive values, attitudes and behaviour and adopt high standards of behaviour in their professional role.	✓		✓	✓
	Flexible and adaptable	✓		✓	✓
	Ability to manage a job that demands flexibility around start and finish times at specified times of the year.	✓		✓	
Contra Indications	Criminal convictions involving offences against children.	✓		✓	✓