

**EXAMS ASSISTANT  
PERSON SPECIFICATION  
SWAVESEY VILLAGE COLLEGE**

Criteria	Essential or Desirable
<b>Qualifications</b>	
5 GCSE passes - or equivalent one of which must be English and another of which must be Mathematics	E
Evidence of regular, relevant and recent personal development	D
<b>Experience</b>	
Experienced of data input and manipulation	E
Knowledge of Progresso	D
Experience of working in a schools or college environment	D
<b>Knowledge, skills and abilities</b>	
Excellent IT skills, particularly in Excel in an office setting	E
Excellent interpersonal skills	E
High levels of concentration and attention to detail	E
The interpersonal skills to communicate effectively and professionally with staff, students, parents, the governing body and others	E
Ability to maintain confidentiality of staff and pupil information	E
<b>Personal Qualities</b>	
Commitment to providing a professional and caring environment for students and a genuine interest in pupils' educational achievement	E
Adaptable to changing working patterns and practices	E
A presence and strength of character that promotes calm in a busy and demanding environment	E
Commitment to working with other staff as part of a team responsible for supporting the process of teaching and learning	E
Self motivated and able to work on own initiative	E
Potential and desire to develop the role	E
Personal integrity	E
Positive outlook	E