|  |
| --- |
| Academy logo.jpg  **Carlton le Willows Academy**  **Person Specification – Examinations and Cover Officer** |

| **Criteria** | **Essential** | **Desirable** | **How Identified** |
| --- | --- | --- | --- |
| **Qualifications/Training** | * GCSE or equivalent passes in English and mathematics. * Confidence in using MS Excel. * Experience in data management systems. * Evidence of academic or vocational qualifications/training. * Recognised level three academic or vocational qualifications | * Experience in using SIMS. * Evidence of responsibility for/having worked with children * Evidence of having worked in education | Application form |
| **Personal and professional attributes** | * Organised and logical approach * Be able to work under pressure and to keep to deadlines. * Self motivated. * Record of good attendance and punctuality * Hold positive values and have high expectations * Have standards and can motivate young people * Good communication skills * Creative and flexible when working * Willing to act upon advice and feedback * Openness to coaching, mentoring and further training | * Experience of coaching or having been coached * Evidence of successfully promoting high levels of achievement and/or participation amongst young people | Application form  Interview  References |
| **Skills, Knowledge and understanding** | * Have secure literacy, numeracy and ICT skills. * Prioritise and manage workload. * Reflect on own work and its impact * Make adjustments to working practice where necessary * Can provide positive and constructive feedback * Establish a purposeful and safe environment, following safeguarding procedures as required | * Previous experience in exams management. * Range of practical skills applicable to working in a school environment * Knowledge and experience of working with pupils with additional needs | Application form  Interview  References |