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

| **Criteria** | **Essential** | **Desirable** | **How Identified** |
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| **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 formInterviewReferences |
| **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 formInterviewReferences |