

<b>PERSON SPECIFICATION</b>		
<b>Job Title:</b> Examination and Admissions Co-ordinator		
<b>CRITERIA</b>	<b>E or D</b>	
<b>Experience and knowledge:</b> <ul style="list-style-type: none"> <li>• administering internal and external exams according to exam board guidelines</li> <li>• working in an administrative/office using IT systems</li> <li>• working collaboratively within a team</li> <li>• knowledge of relevant legislation in relation to a range and type of qualification for A level and GCSE qualifications</li> <li>• knowledge of Access Arrangements for pre-examination adjustments for candidates in order to comply with the duty of the Equality Act 2010</li> <li>• knowledge of admission legislation</li> <li>• administering admissions according to legislation and regulation</li> <li>• knowledge and understanding of how to keep children safe in education</li> </ul>	E  E E  E  E  D  D  E	AF/I  AF/I AF/I          
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>• GCSE English grade 4 or above or Level 2 equivalent</li> <li>• GCSE Mathematics grade 4 or above or Level 2 equivalent</li> </ul>	E E	AF/I AF/I
<b>Skills:</b> <ul style="list-style-type: none"> <li>• Excellent written and oral communication skills</li> <li>• Excellent time and task management skills</li> <li>• Excellent keyboard and data entry skills</li> <li>• Ability to work within a team and independently as required</li> <li>• Ability to work under pressure and to deadlines</li> <li>• Ability to communicate effectively with pupils, parents, other agencies and colleagues</li> <li>• Ability to use IT technology confidently</li> <li>• Ability to manage a team of invigilators</li> </ul>	E E E E E E  E E	AF/T AF AF/T AF/I AF/I A/IF  AF/I AF/I
<b>Personal Qualities:</b> <ul style="list-style-type: none"> <li>• Support young people with patience, persistence, sensitivity and a commitment to their success</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work under pressure and to deadlines.</li> <li>• To have a polite, friendly and flexible approach to work</li> <li>• To remain calm and professional at all times</li> <li>• To be reliable and punctual</li> <li>• To have a sense of humour</li> </ul>	E  E E E E E D	AF/I  AF/I AF/I I AF/I AF I
<b>Other:</b> <ul style="list-style-type: none"> <li>• Support and be committed to our values-led approach to education to support the holistic development of children.</li> </ul>	D	AF/I

<ul style="list-style-type: none"> <li>• Willingness to work flexibly to meet the requirements of the post in particular at peak times.</li> </ul>	E	AF/I
<ul style="list-style-type: none"> <li>• This post requires an Enhanced DBS check</li> </ul>	E	AF/I
<ul style="list-style-type: none"> <li>• Committed to equal opportunities and be willing to adhere to all Policies and Procedures.</li> </ul>	E	AF/I
<ul style="list-style-type: none"> <li>• Willing to undertake training as required</li> </ul>	E	AF/I