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| **Examinations Officer – Person Specification** |

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| **Education and Qualifications** | **Essential** | **Desirable** | **Assessment** |
| English and Mathematics GCSE or equivalent |  |  | A/I |
| Degree or other higher education equivalent |  |  | A/I |
| Commitment to personal/professional development |  |  | I |

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| **Experience** | **Essential** | **Desirable** | **Assessment** |
| Experience of working in a school setting |  |  | A/I |
| Experience of working within MIS and Census |  | **✓** | A/I |
| Experience of operating computerised administration systems to their full capacity | ✓ |  |  |

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| **Knowledge & Understanding** | **Essential** | **Desirable** | **Assessment** |
| Knowledge of student qualifications and grading (GCSE, A Level, BTEC etc.) | ✓ |  | A/I |
| Knowledge and understanding of safeguarding policies and guidelines | ✓ |  | A/I |
| Knowledge of software such as CMIS, Pupil Asset, ALPs, FFT Aspire and SISRA |  | ✓ | A/I |
| Experience producing, analysing and interpreting statistical data in spreadsheet format | ✓ |  | A/I |

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| **Skills and Attributes** | **Essential** | **Desirable** | **Assessment** |
| Ability to establish good working relationships and effective teamwork | **✓** |  | **A/I** |
| Excellent organisational skills | **✓** |  | **A/I** |
| Excellent communication skills | **✓** |  | **A/I** |
| Strategic capability |  | **✓** | **A/I** |
| Excellent time management skills and the ability to remain calm under pressure | **✓** |  | **A/I** |
| Organisation of own workload and priorities on a day-to-day basis using own initiative | **✓** |  | **A/I** |
| Knowledge and experience of using ICT including Microsoft packages such as Office | **✓** |  | **A/I** |
| Ability to work independently | **✓** |  | **A/I** |
| Ability to meet deadlines | **✓** |  | **A/I** |
| Excellent role model for staff and students | **✓** |  | **I** |

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| **Personal Qualities** | **Essential** | **Desirable** | **Assessment** |
| Highly motivated and self-reliant | **✓** |  | **A/I** |
| Positive and energetic approach towards work | **✓** |  | **I** |
| Tenacious and able to pursue matters to a close | **✓** |  | **I** |
| High level oral and written communication | **✓** |  | **A** |
| Excellent interpersonal skills and professional demeanour in all contexts | **✓** |  | **I** |
| Ability to be reflective and self-critical | **✓** |  | **I** |
| Calm and focussed under pressure | **✓** |  | **A/** |
| High standards of professionalism, confidentiality and discretion | **✓** |  | **A/I** |
| Reliable with an excellent record of attendance, punctuality and flexibility when required | **✓** |  | **A/I** |

**Assessment Key: I -** Interview **A -** Application Form