**PERSON SPECIFICATION**

**EXAMINATION LOGISITICS SUPPORT**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **SKILLS AND ABILITIES** | | |
| Ability to work effectively within a team environment | ✓ |  |
| Be able to interpret regulations and work within a set of defined procedures | ✓ |  |
| Ability to remain calm under pressure | ✓ |  |
| Good organisational skills, with attention to detail | ✓ |  |
| **KNOWLEDGE AND EXPERIENCE** | | |
| Excellent communication skills | ✓ |  |
| Experience of working in an educational environment |  | ✓ |
| Ability to be systematic and well-organised in all aspects of the job | ✓ |  |
| **QUALIFICATIONS** | | |
| GCSE (or equivalent) Maths and English Language at grade C or above |  | ✓ |
| **PROFESSIONAL VALUES AND PRACTICE** | | |
| Able to work early morning starts and split-shift working hours | ✓ |  |
| Professional in approach and appearance | ✓ |  |
| Reliable and punctual | ✓ |  |
| Willingness to undertake further training if required | ✓ |  |