



PERSON SPECIFICATION

JOB TITLE	Examinations Assistant	
DEPARTMENT/SECTION	Exams Office	
SAFEGUARDING: <p style="text-align: center;"><i>Forest School is committed to safeguarding and promoting the welfare of children.</i></p> <p>The postholder will be required to;</p> <ul style="list-style-type: none"> • Complete an Enhanced Disclosure and Barring Check (DBS). • Complete Child Protection Training. <p>Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.</p>		
QUALIFICATIONS	ESSENTIAL	DESIRABLE
Strong computer literacy and competency in Word, Excel, PowerPoint, and Outlook.	√	
EXPERIENCE		
Previous experience in a similar role.		√
Experience and knowledge of the examinations process within school environment.	√	
Using a management information system (MIS) within an educational setting	√	
Awareness of safeguarding requirements and good practice within an educational environment.		√
KNOWLEDGE & SKILLS		
Excellent organisational, administrative and record-keeping ability.	√	
High level of accuracy and attention to details.	√	
Prioritise workload to ensure deadlines are met.	√	
Strong written and verbal communication skills.	√	
Excellent level of interpersonal skills to communicate and develop professional working relationships with students, parents, and teaching colleagues.	√	
Ability to demonstrate tact, diplomacy and sensitivity when necessary.	√	
Ability to work independently within guidelines set by the Examinations Officer	√	
Willingness to adopt and promote the culture of the School.	√	
Willingness to build an encyclopaedic understanding of the School our people and what great looks like for us.	√	
Ability to remain calm and professional whilst under pressure.	√	
Display a smart and professional appearance representing the School in a positive manner.	√	
Enthusiastic, with an eagerness to learn and develop skills.	√	
PERSONAL COMPETENCIES & QUALITIES		
Self-motivated, 'can-do' approach with a genuine willingness to contribute.	√	