

**Person Specification - Examinations and Deputy Cover Officer**

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| **Attributes** | **Essential** | **Desirable** | **Assessment** |
| **Qualifications :** | | | |
| Evidence of relevant qualification or equivalent experience |  | **X** | Application Reference |
| **Experience:** | | | |
| Working with an Examination Office or as an examinations Officer |  | **X** | Application  Interview  Observation  Reference |
| Working effectively within an administrative setting and managing own  workload | **X** |  |
| Use of complex databases and data inputting | **X** |  |
| Use of Excel and creation of spreadsheets including the use of formulae | **X** |  |
| Working effectively within a school environment | **X** |  |
| Use of SIMS / Examination Organiser |  | **X** |
| Line management of a team |  | **X** |
| **Knowledge and Skills:** | | | |
| Ability to adopt a variety of leadership and management styles | **X** |  | Application  Interview  Observation  Reference |
| Creative approach to problem solving | **X** |  |
| High levels of ICT skills, particularly in the use of MS Office packages | **X** |  |
| Excellent written and oral communication skills with internal and external  people at all levels | **X** |  |
| Ability to deal with enquiries in a professional and sensitive manner | **X** |  |
| Awareness of data protection and confidentiality | **X** |  |
| Ability to prioritise own workload and work to deadlines | **X** |  |
| Ability to maintain standards under pressure | **X** |  |
| Capacity to take responsibility and show initiative | **X** |  |
| Exceptional organisational skills and accuracy | **X** |  |
| Excellent team working skills | **X** |  |
| The ability to build and develop excellent relationships with external agencies | **X** |  |
| Good research and resourcing skills | **X** |  |
| Ability to understand and manage numerate data to produce statistics for  senior management and line managers |  | **X** |
| Knowledge of Safeguarding responsibilities in school or a willingness to take  part in statutory and non-statutory training | **X** |  |
| **Personal Qualities:** | | | |
| Commitment to high standards | **X** |  | Application  Interview  Observation  Reference |
| Adaptable, flexible and creative | **X** |  |
| Ability to work to deadlines | **X** |  |
| Enthusiastic | **X** |  |
| Discreet, confidential and professional manner | **X** |  |
| Ability to work as part of a team and lead the team forward | **X** |  |
| Proactively generates positive working relationships | **X** |  |
| Ability to inspire, support and energise others to achieve a common purpose | **X** |  |
| Ability to relate well to children, young people and adults | **X** |  |
| Commitment to regular and on-going professional development | **X** |  |
| Ability to demonstrate and promote good practice in line with the ethos of the ethos of the College | **X** |  |
| Understanding and recognition of the principles of equality and diversity | **X** |  |
| Commitment to the safeguarding and welfare of all students | **X** |  |