

## Person Specification – Examinations Officer

Factors	Essential	Desirable	Assessment Method
<b>Qualifications/Training</b>	<ul style="list-style-type: none"> <li>Numerate and literate – GCSEs grade C or above in English and Mathematics or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to develop professionally and undertake further training as required</li> <li>IT qualification e.g. ECDL, Microsoft Office certification or similar</li> </ul>	Application Form Pre-employment checks Interview Process
<b>Experience/Knowledge</b>	<ul style="list-style-type: none"> <li>Experience of working in an examinations office</li> <li>Experience of working to deadlines</li> <li>Experience of working in a customer focused environment</li> <li>Awareness of managing and maintaining data in a secure environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an educational setting</li> <li>Experience of working with young people in the 16-19 age range.</li> <li>Up to date knowledge of national examinations practice and procedures</li> </ul>	Application Form Interview Process
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Strong administrative skills</li> <li>Competent user of IT including Microsoft Word, and Excel, email and database programs</li> <li>Ability to work with others and also to work independently</li> <li>Excellent written and verbal communication skills</li> <li>Ability to work accurately with meticulous attention to detail</li> <li>Good organisational skills</li> <li>Ability to prioritise workload</li> <li>Able to remain calm under pressure and respond well to unplanned situations</li> </ul>	<ul style="list-style-type: none"> <li>Ability to establish good rapport with students, parents and external bodies</li> </ul>	Application Form Interview Process References
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Able to support and make a contribution to the mission of the College.</li> <li>Flexible approach to cross-departmental working as required</li> <li>Excellent interpersonal skills</li> <li>Good record of attendance and punctuality</li> <li>Appropriate professional appearance</li> </ul>		Application Form Interview Process References
<b>Other</b>	<ul style="list-style-type: none"> <li>Be suitable to work with children and vulnerable adults and support the effective safeguarding of all young people throughout the College.</li> <li>Adhere to College policies and procedures e.g. Health &amp; Safety, Equality &amp; Diversity, Safeguarding etc.</li> <li>Understand and comply with procedures and legislation relating to confidentiality</li> </ul>		Application Form Interview Process References