

PERSON SPECIFICATION Job Title: Examination and Admissions Co-ordinator		
CRITERIA	E or D	
Experience and knowledge: <ul style="list-style-type: none"> administering internal and external exams according to exam board guidelines working in an administrative/office using IT systems working collaboratively within a team knowledge of relevant legislation in relation to a range and type of qualification for A level and GCSE qualifications knowledge of Access Arrangements for pre-examination adjustments for candidates in order to comply with the duty of the Equality Act 2010 knowledge of admission legislation administering admissions according to legislation and regulation knowledge and understanding of how to keep children safe in education 	E E E E E D D E	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
Qualifications: <ul style="list-style-type: none"> GCSE English grade 4 or above or Level 2 equivalent GCSE Mathematics grade 4 or above or Level 2 equivalent 	E E	AF/I AF/I
Skills: <ul style="list-style-type: none"> Excellent written and oral communication skills Excellent time and task management skills Excellent keyboard and data entry skills Ability to work within a team and independently as required Ability to work under pressure and to deadlines Ability to communicate effectively with pupils, parents, other agencies and colleagues Ability to use IT technology confidently Ability to manage a team of invigilators 	E E E E E E E E	AF/T AF AF/T AF/I AF/I A/IF AF/I AF/I
Personal Qualities: <ul style="list-style-type: none"> Support young people with patience, persistence, sensitivity and a commitment to their success Ability to relate well to children and adults Ability to work under pressure and to deadlines. To have a polite, friendly and flexible approach to work To remain calm and professional at all times To be reliable and punctual To have a sense of humour 	E E E E E E D	AF/I AF/I AF/I I AF/I AF I
Other: <ul style="list-style-type: none"> Support and be committed to our values-led approach to education to support the holistic development of children. Willingness to work flexibly to meet the requirements of the post in particular at peak times. This post requires an Enhanced DBS check Committed to equal opportunities and be willing to adhere to all Policies and Procedures. Willing to undertake training as required 	D E E E E	AF/I AF/I AF/I AF/I AF/I