

PERSON SPECIFICATION		
Job Title: Examination and Administrative Support Officer		
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
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