

Exams Officer Person Specification

Education and Qualifications	Essential	Desirable	Assessment
Good honours graduate		✓	A/I
Commitment to personal/professional development	✓		A/I

Experience	Essential	Desirable	Assessment
Thorough knowledge of the GCE, GCSE and iGCSE examination system as well as other examinations as might be taken by Leighton Park students	✓		A/I
Experience of leading teams		✓	I

Knowledge and Understanding	Essential	Desirable	Assessment
Excellent knowledge of the UK secondary education system	✓		I
Strong command of subject area	✓		I

Skills and Attributes	Essential	Desirable	Assessment
Ability to establish good working relationships and effective teamwork – good interpersonal skills	✓		I
Excellent communication skills	✓		A/I
High degree of personal organisation and initiative	✓		A/I
Good ICT skills including MS Word, Excel and Outlook	✓		A/I
Ability to generate ideas and drive initiatives	✓		I
Ability to work independently and to motivate others	✓		I

Personal Qualities	Essential	Desirable	Assessment
High expectations of students and colleagues reflected in a professional approach to parents and members of the public	✓		I
Highly motivated and able to motivate and inspire students		✓	I
Enthusiastic and committed	✓		I
Keen eye for detail both electronically and written	✓		I
Open-mindedness		✓	I
A forward-thinking approach		✓	I
Excellent interpersonal skills	✓		I
Ability to be reflective and self-critical		✓	I
Display calmness under pressure	✓		I
Willingness to undertake training and development as required and to attend professional conferences where necessary	✓		A/I
Appreciation and sympathy for the objectives of an independent school		✓	A/I

Assessment Key

A Application Form

I Interview