

**EXAMINATIONS AND CURRICULAR COMPLIANCE OFFICER
PERSON SPECIFICATION**

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	Higher Maths and English (grade C or above) or equivalent.	A Levels plus a degree or equivalent	Application form Interview and sight of qualifications
Skills and Experience	High levels of literacy and numeracy Excellent IT skills, especially excel Experience of change management and systems improvement Ability to work strategically and to seek and implement creative solutions Excellent writing, communication and interpersonal skills Knowledge of data management	Strong analytical, evaluation and problem solving skills Knowledge of data management and examination systems within a School environment Experience training others in systems and IT	Application Form References Interview
Personal qualities	Be innovative and creative in developing solutions Work to high levels of accuracy Take initiative and work independently Ability to build good working relationship with staff, students parents and external organisations		Interview References
Safeguarding	Suitable to work with children A Disclosure Scotland PVG check will be completed on the successful candidate		References