

## 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