

**CHINGFORD ACADEMIES TRUST
SOUTH CHINGFORD FOUNDATION SCHOOL**

PERSON SPECIFICATION

Exams Officer

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/T/A/R*
Qualifications			
Successful completion of statutory schooling including GCSE English, Maths and ICT, grade A-C	✓		A
A good standard of general education, particular the ability to write to a good standard of literacy	✓		A
Experience, Knowledge and Understanding			
Good understanding and knowledge of the Examinations and Assessment process		✓	I
A knowledge of school structures and systems		✓	A/I
Ability to understand, interpret and apply school policies/procedures	✓		I/A
Good written communication skills and experience in drafting of written correspondence	✓		I/R/T
Excellent oral communication skills and be able to relate to candidates of all abilities, external agencies, parent/carers and staff	✓		I
A willingness to use initiative and take responsibility	✓		I/R
Ability to maintain confidentiality	✓		A/I/R
Experience of supervising staff		✓	A/I/R
Skills			
Enhanced ICT skills, including use the internet, eg consult websites, access information, download material and make exam entries electronically	✓		A/I/T
Enhanced ICT skills, including use of Word, Excel, SIMS	✓		A/T
Ability to deal sensitively and empathetically with others	✓		I/R
Excellent self-managed organisational skills	✓		I/R
Ability to prioritise effectively	✓		I/R
Ability to work in an orderly and logical way, ensuring accuracy	✓		I/R
Ability to manage a variety of competing priorities and meet deadlines	✓		I/R
To be confident with detailed procedures, e.g data input, checking and cross-referencing.	✓		

Other Requirements			
Flexible approach to work, needs and service delivery	✓		I/A
Ability to work constructively as part of a team and supportively with colleagues	✓		R
Ability to quickly gain the respect of all students and staff and foster appropriate relationships	✓		I/A/R
A willingness to be helpful and flexible	✓		I/R
Excellent organisational and administrative skills	✓		R/A
Self-motivated	✓		I/R
High standard of punctuality	✓		I/R
A commitment to on-going personal development and willingness to undertake appropriate training	✓		I/A
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

*I - Interview A - Application Form R – Reference T - Test

“The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”.
(Ref: Safeguarding Children and Safer Recruitment in Education 2007).