



PERSON SPECIFICATION

Job Title: Office Manager & Exam Officer

MOA (Method of Assessment)

Method of Assessment (MOA): AF: Application Form, I: Interview, T: Task or Lesson Observation

	Essential	MOA
Qualifications and Professional Development		
GCSE or equivalent in English and maths at grade C or above (or eqv)	✓	AF/I
Relevant qualification or experience in working with children and young people at least at Level 3	✓	AF/I
Experience		
Substantial experience of working with young people and families	✓	AF/I
Experience of dealing with data analysis, data queries and quality improvement	✓	AF
Experience of working as part of a team or independently as required	✓	AF/I/T
Experience of using Information Technology to keep and maintain accurate records	✓	AF/I/T
Experience of working to engage young people and families		AF/I/T
Experience of coordinating assessment collection	✓	AF
Experience of school data returns, e.g Census		AF
Up to date working knowledge of safeguarding, health and safety requirements	✓	AF/I/T
Working knowledge of the SEN Code of Practice		AF/I/T
Knowledge of local offer to support children and families	✓	AF/I/T
Understanding of extrinsic and intrinsic motivators and how they can be used to engage children, young people and families	✓	I/T
Skills & Abilities		
Excellent organisation skills	✓	AF/I/T
Commitment to Safeguarding and Child Protection	✓	AF/I
Evidence of using own initiative to develop working practice	✓	AF/I
Ability to identify creative solutions, working within established academy policies and procedures	✓	AF/I/T
Ability to use data effectively to monitor and report on progress	✓	AF/I/T
Ability to present confidently and competently at meetings or training sessions	✓	I/T





Ability to develop effective partnership working with all stakeholders		AF/I
Excellent verbal and written communication skills	✓	AF/I
Ability to establish positive relationships with pupils, families and professionals	✓	AF/I
Ability to carry out and report on observations of pupils' attendance and engagement	✓	AF/I/T
Ability to act as an appropriate role model	✓	I/T
Knowledge and understanding of awarding organisations and the framework for administering examinations	✓	AF
Flexibility and personal resilience	✓	AF/I
Training		
Willingness to participate in further training and developmental opportunities	✓	I
Other		
Use of own car with business use insurance		AF/I
Willingness to maintain confidentiality on all school/medical matters	✓	AF/I

The Think Differently Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please be aware that this post is subject to an enhanced DBS clearance check and any offer of employment is made conditional of this. You will also be required to register and pay for the DBS update service and ensure that documentary evidence is produced to ensure annual compliance and updates. You will also be required to provide written consent for the employer to access this information at any time.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

The Think Differently Education Trust undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may have.

