

Person Specification

Assessor and Access Arrangements Coordinator

Attributes	Essential	Desirable
Education and qualifications		
Level 2 qualification in English and Maths (GCSE or equivalent).	✓	
A degree or equivalent.	✓	
Level 7 qualification recognised by JCQ for assessing exam arrangements.	✓	
Hold an SpLD practising certificate.		✓
Experience and Knowledge		
Relevant and current experience of applying exam access requirements in line with JCQ guidelines.	✓	
Recent experience and competence in using assessment tools to determine the learner's eligibility for exam concessions.	✓	
Experience of working with learners with a wide range of learning disabilities and/or difficulties.		✓
Skills, knowledge and aptitude		
Excellent interpersonal skills.	✓	
Excellent organisational skills.	✓	
The ability to work both as an individual and as a team member.	✓	
Ability to prioritise and manage your time, tasks and activities, efficiently and effectively.	✓	
Good oral and written skills.	✓	
Empathetic and able to engage others well.	✓	
Ability to resolve conflict effectively in difficult situations with learners, staff, parents and external parties.	✓	
Competent using a wide range of IT including Word, Excel and Outlook as well as having knowledge of accessibility tools.	✓	
Ability to work under pressure and meet deadlines.	✓	
Able to respect confidentiality.	✓	
Motivation		
Willingness to undertake appropriate professional development.	✓	
Other		
Willingness to undertake First Aid training.	✓	
Current First aid qualification.		✓
To be aware of the Prevent Strategy and be able to protect students who are vulnerable or at risk of being radicalised.	✓	