



## Person Specification

### Examinations Officer

	Essential	Desirable	Evidence
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE's – A-C including Maths and English</li> <li>Evidence of further professional development</li> </ul>	<ul style="list-style-type: none"> <li>Professional qualification in administration exam or organisational management or equivalent</li> </ul>	Application form
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>Experience of working in school or administration environment</li> <li>Experience of managing administration of examinations</li> <li>Working with confidential/sensitive information</li> <li>Knowledge of the Microsoft Office to create, manage and maintain data and produce documents for analysis on a regular basis</li> </ul>	<ul style="list-style-type: none"> <li>Managing other members of staff e.g. invigilators</li> </ul>	Application form Interview Reference check
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to organise and prioritise own workload</li> <li>Ability to work in an organised and methodical manner</li> <li>Ability to maintain efficient record keeping systems</li> <li>Ability to produce accurate and up-to-date records and reports as required</li> <li>Ability to convey straightforward information, orally and in writing, to colleagues,</li> <li>pupils, parents</li> <li>Able to converse at ease with customer and provide advice in accurate spoken English</li> <li>Ability to take personal responsibility for organising day to day targets</li> <li>Ability to demonstrate basic keyboard skills for accurate computer input and retrieval</li> <li>Ability to work effectively as part of a team</li> <li>Ability to work in a discreet and sensitive manner</li> <li>Ability to work under pressure</li> <li>Ability to meet to collate information from a variety of sources to ensure deadline for exam entries are met and penalties for late submission are avoided</li> </ul>	<ul style="list-style-type: none"> <li>Effective ICT skills</li> </ul>	Interview Reference check

<b>Personal attributes</b>	<ul style="list-style-type: none"><li>• High levels of personal and professional integrity</li><li>• A commitment to enabling pupils of all abilities to thrive academically</li><li>• Excellent organisational and time management skills</li><li>• Professional levels of personal presentation</li><li>• A high level of emotional intelligence and a commitment to a team ethos</li><li>• Understand the indicators of stress and within a SEMH environment and take responsibility for minimising the factors that may contribute to your personal stress</li></ul>		Application form Interview Reference check
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