



SOUTHBOROUGH HIGH SCHOOL

Aspiration Commitment Excellence

PERSON SPECIFICATION

EXAMINATIONS OFFICER

Main Criteria	Essential Criteria	Desirable Criteria	Form of Assessment
Experience	Experience of working with secondary aged students and senior staff.	To have experience of working with boys	Application Form
	Ability to work under pressure and to tight deadlines	Experience of recruiting, training and managing invigilators	Application Form/Interview
Knowledge / Skills	Knowledge of school systems e.g SIMS	An understanding of the examination process	Application form
	Have excellent attention to detail, in order to keep up to date with exam guidance and changes and ensuring the schools is	To have a willingness to develop your individual skills	Application form

	compliant		
	Have excellent communication skills	To have a willingness to develop your individual skills	Application form
	To show initiative and enthusiasm and be proactive	To have good common sense	Application form/Interview
Other	To have a smart well-dressed appearance Willing to be flexible / take instruction		Application form/interview
	To be able to manage your time well and prioritise your workload during busy times	To be able to develop and form successful relationships with staff and students	Interview

'This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.'