

# Person Specification

## Careers Advice and Examinations Coordinator



| Factor                      | Essential   | Desirable   | Assessment* |
|-----------------------------|---|---|-------------|
| <b>Qualification</b>        | <ul style="list-style-type: none"> <li>• General level of education to A Level/Level 3</li> <li>• Evidence of participation in appropriate training and development</li> </ul>  | <ul style="list-style-type: none"> <li>• Relevant administrative qualification</li> <li>• Careers Guidance qualification (Level 4 or 6)</li> <li>• Examinations training</li> </ul> | A, D        |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>• Evidence of successfully working in an administrative capacity in a school or customer-focused environment</li> <li>• Knowledge and understanding of administrative processes and procedures</li> </ul>  | <ul style="list-style-type: none"> <li>• Successful experience of examinations administration</li> <li>• Knowledge and understanding of examination procedures</li> </ul>           | A, I, R     |
| <b>Skills and Knowledge</b> | <ul style="list-style-type: none"> <li>• Ability to write clear and concise procedures, reports and correspondence and to summarise complex information clearly and accurately</li> <li>• Knowledge of SEND</li> <li>• Ability to work under pressure to deadlines</li> <li>• Good organisational and time management skills</li> <li>• Excellent IT skills with the ability to use a range of software</li> <li>• Ability to work to a high standard of accuracy and attention to detail</li> <li>• Calm, flexible and reliable</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of post-school education, work related learning or social care pathways for young people with SEND</li> </ul>                    | A, I, R, D  |
| <b>Personal Attributes</b>  | <ul style="list-style-type: none"> <li>• Ability to work as part of a team and on own initiative</li> <li>• Ability to act in a professional manner when dealing with the school's stakeholders</li> <li>• Be hard working, reliable, trustworthy and enthusiastic</li> <li>• Good timekeeping</li> <li>• Good sense of humour</li> <li>• Act as a role model to our young people</li> </ul>  |   | I, R        |

\*Assessment Method – details how the criteria will be assessed

**A** = Application Form, **I** = Interview, **R** = References, **D** = Documentary Evidence