



DRAFT Person Specification – Exams Assistant

Essential:

Qualifications and Training
Good standard of general education, including English and Maths.
Strong numeracy, literacy and IT skills.
Willingness to undertake relevant training (e.g. <i>exam systems such as Arbor, and The Exams Office</i>).
Experience
Experience of administrative work in a busy environment.
Experience of working to deadlines with a high degree of accuracy
Experience of using IT systems for data entry, scheduling or record keeping.
Knowledge and Skills
Excellent organisational and time-management skills.
High level of accuracy and attention to detail.
Strong interpersonal and communication skills, with the ability to liaise effectively with staff and students.
Ability to work independently and use initiative within established procedures.
Ability to manage multiple tasks and prioritise workload effectively.
Competence in Google use or equivalent software.
Ability to follow strict procedures and maintain compliance with regulations.
Personal Qualities
Calm and professional manner, particularly under pressure.
Flexible and adaptable approach to work, especially during exam periods.
Reliable, punctual and able to manage a variable workload across the year.
High level of discretion and confidentiality.
Positive, proactive attitude with a willingness to support colleagues.
Ability to work effectively both independently and as part of a team.
Other Requirements
Availability to work flexible hours during peak exam periods (mornings and afternoons).
Commitment to safeguarding and promoting the welfare of children and young people.
Willingness to undertake a DBS check.





Desirable:

Qualifications and Training
Relevant administrative or school-based training/qualification.
Awareness of examination regulations (e.g. JCQ guidelines).
Experience
Previous experience working in a school or educational setting.
Experience supporting examinations or coordinating rotas (e.g. invigilators).
Familiarity with school MIS or exam management systems.
Knowledge and Skills
Understanding of exam processes within secondary schools.
Knowledge of access arrangements and special exam requirements.
Personal Qualities
Commitment to supporting young people in an educational environment.
Interest in contributing to the smooth running of school operations.