

**Person Specification – Exams Officer**

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>
<b>Physical</b>	<ul style="list-style-type: none"> <li>• Smart business like appearance</li> <li>• Able to move around the site</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good general education including minimum GCSE Grade C or equivalent in English and Mathematics.</li> <li>• Evidence of successful study Post 16.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of using Microsoft Office applications e.g. Word, Excel</li> <li>• Experience of working with data systems</li> <li>• Experience of directing the work of other staff</li> <li>• Experience of collating, analysing and presenting data</li> <li>• Experience of working to deadlines</li> <li>• Experience of developing systems and procedures to collect and report on data.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment.</li> <li>• Experience of managing the examination process.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Willing to participate fully in all relevant training.</li> </ul>	
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of safeguarding children and the boundaries between adults and children in a school setting.</li> <li>• Competent in the use of IT packages.</li> <li>• Thorough knowledge of administrative processes.</li> <li>• An understanding of the confines of confidential working.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of examination processes and procedures.</li> </ul>

<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Able to work during some school holiday periods.</li> <li>• Able to work flexibly to meet the demands of the role:</li> </ul> <p>During internal and external examination periods you will be required to work from 7.30 am to 4.30, later on particularly busy exam days. These key periods are some weeks in December, January and April, as well as the full months of May and June. The 10 hours a week is a minimum and there will be weeks, especially in January, February, March and April when you will be required to work additional hours to meeting deadlines for exam entries and preparation for the summer season. The hours can be very unpredictable during these key times as you are required to deal with any unexpected occurrences immediately.</p>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Reliable, organised able to work effectively as part of a team.</li> <li>• Be able to work on own initiative when required.</li> <li>• Able to remain calm under pressure and manage conflicting demands.</li> <li>• Be an excellent team player.</li> <li>• Able to support, influence and motivate others.</li> </ul>	
<b>Practical and Intellectual Skills</b>	<ul style="list-style-type: none"> <li>• ICT literate with a desire and ability to develop new skills.</li> <li>• High level of numeracy.</li> <li>• Attention to detail.</li> <li>• Ability to exchange varied information with a range of audiences.</li> <li>• Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide.</li> <li>•</li> </ul>	
<b>Legal Requirements</b>	<ul style="list-style-type: none"> <li>• Enhanced Disclosure and Barring Service Check.</li> </ul>	

