

PERSON SPECIFICATION

Examinations Officer

Qualifications

- GCSE C/4 or above in English (essential)
- GCSE C/4 or above in Maths (highly desirable)

Previous Work Experience

- Administration experience (essential)
- Work as part of a team (essential)
- Prioritising actions/time management (essential)

Professional Knowledge Skills & Experience

- Working with different groups of clients; parents, teachers, employers (desirable)
- Strong IT skills including a knowledge of spreadsheets and data systems (essential)
- Knowledge of School Management Information Systems (MIS) (desirable)
- Knowledge of awarding organisations and the regulatory framework for administering exams (desirable)

People Management Skills

- Good listener and communicator (essential)
- Confidence to act on judgement (essential)
- Able to work professionally with other stakeholders and external agencies (essential)

Other Personal Qualities

- Able to remain calm and work accurately under pressure (essential)
- Has attention to detail (essential)
- Able to prioritise (essential)
- Enjoys working with young people (essential)
- Ability to maintain confidentiality (essential)
- Working to deadlines (essential)