

Person Specification Form: Administrative Officer (Examinations) Scale 6

Personal Attributes required (on the basis of Job Description)	Essential (E) Or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications Minimum of 4 GCSEs at A-C (or equivalent) inc. maths & English Recognised and relevant NVQ Level 3 or equivalent	E D	A/C A/C
Experience Experience of operation of administrative systems School administrative experience/SIMS	E D	A/R/T A/T
Knowledge/skills/abilities Ability to interpret relevant legislation, policies and guidelines and apply to processes Ability to work on own initiative Good IT skills with experience of software package applications Good organisational skills Ability to work accurately and prioritise workloads to meet deadlines Ability to work as member of a team Ability to operate at a level of understanding and competence equivalent to NVQ Level 3	E E E E E E E	A/R A/R A/R/T A/R/T A/R/T A/R/T R/T
Other Work as part of a team to ensure office is staffed during operational hours Discretion Confidentiality	E E E	A/R A/R A/R

A = Application form

C = Certificates

R = Reference

T = Test

All attributes to be identified/discussed at Interview