

## Person Specification: Assistant Exam Officer

Criteria	Essential / Desirable	Measured By
<b>1. Qualifications</b> 1.1. Minimum of 3 GCSE's Grade C or above or the equivalent. Must include Maths & English 1.2. A level / BTEC level 3 qualification	E  D	Certificate /Application form / Interview
<b>2. Experience</b> 2.1 Experience of working with in a school environment 2.2 Experience of working in a team 2.3 Experience of working with young people aged 11 – 18 2.4 A commitment to safeguarding the welfare of children	D D D E	Application form / Interview
<b>3. Knowledge/Skills</b> 3.1 Good oral, written literacy skills 3.2 Good IT skills (excel, word, outlook, google) 3.3 Good numeracy skills 3.4 Ability to work on own initiative 3.5 Ability to prioritise and organise own time 3.6 Ability to work with others to provide excellent customer service	E E E E E E	Application form / Interview
<b>4. Behavioural Attributes</b> 4.1 Willingness to learn 4.2 Ability to priorities and organise own time 4.3 Ability to maintain confidentiality 4.4 High standards of professionalism 4.5 Flexible and adaptable attitude 4.6 Co-operative spirit / can do attitude 4.7 Positive approach to problem solving 4.8 Patience with young people 4.9 Ability to establish and maintain appropriate relationships with young people 4.10 Responsible & conscientious approach to Health & Safety 4.11 Calmness under pressure / resilience	E E E E E E E E E E E	Application form / Interview