



Person Specification

Post Title: Assistant Exams Officer

Scale 3/Sc4 (depending on experience)

Line Manager Exams Officer

SPECIFICATION	ESSENTIAL	DESIRABLE
Education/Training	<ul style="list-style-type: none">• GCSE's to include maths and English at Grade C/5 or above (or equivalent)• Must be skilled in the use of Microsoft Office software including word processing, Outlook and PowerPoint. Must be highly skilled in the use of Excel.	Experience of using 4 Matrix, FFT, ALPs, SIMS and CATs Knowledge of GDPR and the ICO
Experience	<ul style="list-style-type: none">• Working as part of a team• Dealing diplomatically, tactfully and sensitively with people in difficult situations• Experience of working in a School/college environment• Experience of working in a busy office environment• Experience of responding to and dealing with queries• Dealing diplomatically, tactfully and sensitively with people in difficult situations• To work accurately and effectively under pressure	Previous experience in school administration Exam experience and compliance
Skills/Attributes	<ul style="list-style-type: none">• Effective interpersonal skills; able to relate well to staff and pupils• To pick up skills quickly and be able to understand complex data and explain this to other people• Sound organising skills• Willingness to utilise the possibilities of ICT in the development of the post• Ability to check the grammatical accuracy of documents	An understanding of the examination processes
Personal Qualities	<ul style="list-style-type: none">• Ability to work effectively under pressure and plan ahead to ensure processes are followed effectively• Professionally discreet and able to respect confidentiality• Firm, sensitive and effective approach towards student discipline• Confident and able to use own initiative• Ability to build effective working relationships with colleagues in a team environment• Ability to work under pressure and to	



	<p>tight deadlines</p> <ul style="list-style-type: none">• A methodical and accurate approach with attention to detail• Flexible approach to work• Willingness to attend relevant training sessions• Commitment to equal opportunities, inclusion and safeguarding	
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