

# SOUTHFIELD SCHOOL

## PERSON SPECIFICATION

<b>Post Title</b>	<b>Exams Officer</b>
<b>Responsible to</b>	<b>Data Manager</b>
<b>Full time/Part time</b>	<b>37 hours per week including 30 minutes' unpaid lunch break each day 42 weeks per year.</b>

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Experience</b>	<p>Educated to A Level standard (Maths &amp; English or equivalent)</p> <p>Experience of working in an office and/or data driven environment.</p> <p>Experience of compliance with the requirements of regulatory bodies</p> <p>Experience of dealing with confidential issues</p>	<p>Educated to degree level.</p> <p>Previous experience of working in school(s)</p> <p>Previous experience of working as an exams officer or in schools' administration</p>
<b>Knowledge</b>	<p>Equal Opportunities, Health and Safety and Child Protection</p>	<p>Knowledge or understanding of secondary school procedures.</p> <p>Knowledge of examinations regulations or procedures</p> <p>Knowledge of Information Management Systems</p> <p>Knowledge of Office365 applications, particularly Microsoft Teams</p>
<b>Skills and Abilities</b>	<p>High level of IT skills</p> <p>Good analytical and numerical ability</p> <p>Excellent written and oral communication skills</p> <p>Good communication and interpersonal skills – working with staff, students and parents/carers.</p> <p>Ability to adapt quickly to different situations and a good level of common sense.</p> <p>Ability to work in a team and on your own without close supervision</p>	

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	<p>Ability to communicate effectively with children, parents and staff.</p> <p>Able to use initiative.</p> <p>Well organised and able to meet deadlines</p> <p>Excellent attention to detail</p>	
<b>Personal Characteristics</b>	<p>Calm, confident attitude</p> <p>High level of personal organisation</p> <p>Respectful of confidentiality and a professional, tactful approach</p> <p>Flexible, adaptable, and proactive</p> <p>Honest, trustworthy, and reliable</p> <p>Commitment to safeguarding and promoting the welfare of children and young people.</p> <p>Understand and engage with the school's Vision, Mission, and Values through their everyday activities.</p>	
<b>Written Application</b>	A well-constructed, legible application	
<b>Equal Opportunities</b>	An understanding of issues regarding equal opportunities for all	Examples of good practice from their own experience
<b>Criminal Record Check</b>	Provide information to process full Disclosure Barring Service disclosure.	

<b>Date:</b>	<b>July 2023</b>
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<b>Prepared by:</b>	<b>HR</b>
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