

PERSON SPECIFICATION

Job Title: **Examination Officer**
 Salary: **Grade C4/C5 (Pt 17-22) - £26,845 - £29,439 pro rata. Actual Salary - £24,753 - £27,145**
 Hours: **36.5 hours per week (term-time only plus 2 weeks). Monday - Friday**

	ESSENTIAL	DESIRABLE
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with a secondary school environment, in an administrative capacity, for at least three years. 	<ul style="list-style-type: none"> • Evidence of relevant CPD • Knowledge and understanding of school procedures • Knowledge of examinations regulations or procedures
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Excellent communication skills • An ability to work towards deadlines with high levels of accuracy • Previous experience working with children • Good interpersonal and communication skills • Some experience of leadership or management • Strong organisational skills • Good behaviour management skills • ICT skills, including proficiency in Word and Excel • High level of personal organisation, and the ability to work independently 	<ul style="list-style-type: none"> • Staff management experience
QUALIFICATIONS	<ul style="list-style-type: none"> • Good general standard of education with qualifications to at least A-level standard or equivalent 	<ul style="list-style-type: none"> • Relevant qualification with regard to Exams Officer role
APTITUDES	<ul style="list-style-type: none"> • Quick to adapt and take on new initiatives. • Comfortable and confident enough to talk to pupils about their performance/behaviour • Personable and approachable. • Eager to uphold the school's ethos. • Committed to equal opportunities and empowering others. • Able to maintain a good working relationship with others • Capable of handling a demanding workload and successfully prioritising work. • Professionally assertive and clear thinking 	



Bartley Green School is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers must share its commitment. Rehabilitation of offenders: This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide. The successful applicant will require an enhanced disclosure from the Disclosure and Barring Service. An online search will also be carried out as part of due diligence on all short-listed candidates.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

Bartley Green School positively welcomes applications from everyone and values diversity in our workforce.