



# BROOKFIELD COMMUNITY SCHOOL

Examinations Officer

Person Specification

	Essential	Desirable
<b>Qualifications, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>▪ HNC/HND in Business Administration or equivalent.</li> <li>▪ Experience of SIMS.</li> <li>▪ Experience of the examination process.</li> <li>▪ Experience in producing data within a school.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in line management.</li> <li>▪ Relevant ICT qualifications</li> </ul>
<b>Skills, Abilities and Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Ability to work independently as well as part of a team with a clear sense of direction to pursue priorities in a consistent and determined way.</li> <li>▪ Effective organisational skills.</li> <li>▪ Excellent communication skills.</li> <li>▪ Willingness to undertake professional development or additional qualifications if necessary.</li> <li>▪ Ability to work to tight deadlines.</li> <li>▪ Adaptable.</li> <li>▪ A genuine liking for children and young people.</li> <li>▪ Enthusiasm and energy when working under time constraints.</li> <li>▪ Evidence of good health, attendance and punctuality.</li> <li>▪ A willingness to continue to learn and development oneself and others.</li> <li>▪ A belief in, and commitment to comprehensive education.</li> <li>▪ Be able to establish effective working relationships with colleagues.</li> </ul>	