

## Person Specification: Examinations Officer

Essential	Desirable
<ul style="list-style-type: none"><li>• I.T. literate</li><li>• Ability to work independently and to deadlines</li><li>• Ability to work within, and lead, a team</li><li>• Confidence in the use of data</li><li>• Effective communicator</li><li>• Ability to work independently</li><li>• Effective time management and ability to prioritise own work load</li></ul>	<ul style="list-style-type: none"><li>• Working knowledge of SIMs, including examination modules</li><li>• Experience of administering and/or invigilating public examinations</li><li>• Experience of working within a school/education environment</li><li>• Experience of working within a highly regulated environment</li></ul>