



Examinations Officer – Person Specification

The following are essential or desirable characteristics associated with the post of Examinations Officer at Ermysted’s Grammar School. Evidence will be drawn from the application form, or explored at interview.

	Essential	Desirable
Qualifications Good standard of education (ideally to degree level or equivalent) Evidence of further relevant qualifications in employment Evidence of further relevant training in employment and commitment to continue	✓ ✓ ✓	
Experience Substantial previous experience in an administrative role Experience of supervising others Experience of examinations invigilation Experience of budget management Experience of examinations processes and timetable management Significant experience of working with data management systems and spreadsheets	✓ ✓ ✓	✓ ✓ ✓
Knowledge Knowledge of awarding organisations and the examinations regulatory framework Knowledge of invigilation procedures Knowledge of the school curriculum	✓ ✓	✓
Skills Ability to plan, organise and manage the conduct of examinations Ability to instruct pupils in the conduct of examinations Ability to present information in a logical, clear and concise format Ability to work under pressure, prioritise tasks and meet deadlines Ability to use initiative and make decisions Good organisational and IT skill Good communication and interpersonal skills An ability to work effectively as part of a team and to work independently	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

Continued overleaf

	Essential	Desirable
Other		
Ability to work hard and maintain high personal standards	✓	
Absolute integrity in the maintenance of confidentiality	✓	
A demonstrable commitment to equal opportunities	✓	
A recognition of the importance of personal responsibility for Health and Safety	✓	
A willingness to engage fully with continuing professional development	✓	
Commitment to safeguarding and promoting the welfare of pupils	✓	
Emotional resilience to support pupils whilst maintaining professional detachment	✓	
Motivation to work with and, at times, alongside pupils	✓	
Willingness to be flexible and work in the best interest of the School	✓	

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically referred to above.

Ermysted's Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be expected to undergo enhanced DBS clearance.