



Person Specification – Examinations Officer

Attributes	Criteria	Desirable OR Essential	Method of Assessment
Qualifications	<ul style="list-style-type: none"> 5 GCSE's with a minimum of Grade C or above in English, Maths, or equivalent qualifications. Relevant training or experience 	<p>Essential</p> <p>Desirable</p>	<p>Application form</p> <p>Certificates</p> <p>Interview</p>
Skills	<ul style="list-style-type: none"> Excellent Organisational Skills Good telephone manner Good Communication Good ICT Skills Ability to handle confidential information with discretion Problem solving. Must be able to multi-task, prioritise and plan effectively Ability to work under pressure Able to deal with changing and conflicting work deadlines Ability to work on own initiative and part of a team 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>References</p>
Knowledge/ Experience	<ul style="list-style-type: none"> Working understanding of the English examination system. Understanding of school level accountability measures. Knowledge of school information systems Knowledge of child safeguarding procedures Knowledge of JCQ guidance 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
Qualities	<ul style="list-style-type: none"> Self-motivated with a can-do attitude Energetic, enthusiastic and committed Professional manner and ability to instil confidence through communication Flexibility Calm disposition Excellent time management 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>References</p>