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**KING JAMES I ACADEMY**

**PERSON SPECIFICATION – Examinations Officer**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Education** | * English and Maths GCSE or equivalent at Grade C or above
* ICT skills
 | * Further Qualifications or training in a related area
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| **Experience** | * Working in an administration environment
* Managing the examination process within an educational setting
* Communicating with stakeholders at all levels
* Leading and Guiding Support Staff
* Completing tasks to deadlines
* Dealing with confidential matters
* Complying with the requirements of regulatory bodies
 | * Using a Management Information System
* Using online software / tools
* Working with databases and managing data input
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| **Knowledge, Skills and Abilities** | * Manage and maintain the integrity of the exams system
* Communicate clearly and concisely both verbally and in writing
* Time and planning skills to prioritise workload to meet deadlines
* Work with a high degree of accuracy
* Work well under pressure and deliver within timescales
* Work without close supervision
* Adapt quickly to changes to regulations and processes
* Deal with enquiries in a professional and sensitive manner
* Handle challenging conversations with confidence and sensitivity
* Work in a confidential manner and observe and adhere to GDPR
* Commit to safeguarding and promoting the welfare of young people
* Undertake relevant training and development opportunities
 | * Interact with others in a positive way
* Analyse data
* Follow relevant policies, procedures and regulation to complete work
* Aware of the Joint Council for Qualifications (JCQ) regulations
* Aware of current developments in the examination
* Aware of qualifications contributing to performance tables
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| **Personal Qualities** | * Commitment to sustaining regular work attendance
* Work with honesty and integrity
* Commitment to equality and diversity
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| **Safeguarding** | * Suitable to work with children
* The ability to form and maintain appropriate professional relationships and personal boundaries with children
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*The Academy is committed to safeguarding children. All candidates will need to demonstrate a commitment to the welfare and safety of children and young people. Any offer of employment will be conditional upon receipt of two supportive references and a successful DBS check.*

**King James I Academy is an Equal Opportunities Employer. We want to develop a more diverse workforce and we positively welcome applications from all sections of the community.**