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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 |
| **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 |
| **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 |
| **Personal Qualities** | * Commitment to sustaining regular work attendance * Work with honesty and integrity * Commitment to equality and diversity |  |
| **Safeguarding** | * Suitable to work with children * The ability to form and maintain appropriate professional relationships and personal boundaries with children |  |

*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.**