

Person Specification

Examinations Officer

	Essential	Desirable
Qualifications, Knowledge and Skills	<ul style="list-style-type: none"> GCSE Grade A* - C/9 – 5 in Mathematics and English or equivalent. A desire for ongoing professional development. Microsoft Office suite (specifically databases, spreadsheets and relevant software). High level of ICT skills. Ability to maintain a positive attitude and keep calm under pressure. Attention to detail and accuracy. Ability to maintain focus and clarity under pressure and meet deadlines. Determination to work to the highest of professional standards. Highly organised and logical. 	<ul style="list-style-type: none"> Level 3 Qualification Microsoft Office Qualification Category D1 on your driving license.
Experience, Knowledge & Understanding	<ul style="list-style-type: none"> Experience of the Public Examinations system. Recent relevant experience of an administrative role where literacy and numeracy skills are evident. Ability to produce high quality documentation including spreadsheets. Experience of delivering training with confidence and impact. Experience in using Management Information Systems. Excellent organisational skills. Experience of developing and maintaining effective systems. 	<ul style="list-style-type: none"> Knowledge of the General Regulations for the Joint Council for Qualifications (JCQ) for examinations. Knowledge of Access Arrangements. Knowledge of student attainment and progress data.
Personal Qualities & Attributes	<ul style="list-style-type: none"> Demonstrates an absolute commitment to the academy vision and MLT behaviours on a daily basis. Embodies the Key Drivers; <ul style="list-style-type: none"> World-class Learning The highest expectations No excuses Growth mindset Never give up Everyone is valued Successful working relationships with colleagues/other stakeholders. 	<ul style="list-style-type: none"> Able to contribute new ideas.

	<ul style="list-style-type: none"> • Innovative, able to contribute new ideas and help establish them. • Energy and flexibility. • A professional approach borne out of confidence and effectiveness in role. • Role model of best practice. • Maintain a positive attitude and keep calm under pressure. • Communicate effectively and concisely both in verbal and written form to a variety of audiences. • A high degree of personal and professional integrity, confidence and loyalty. • Emotional and social resilience and intelligence in the face of challenge. • Enthusiasm for and commitment to the achievement of the vision for success at all levels. 	
Commitment To	<ul style="list-style-type: none"> • Commitment to diversity and equality of opportunity in all working practices. • Commitment to child protection and safeguarding policies and procedures. • Commitment to the value and vision of Maltby Learning Trust. • Commitment to personal professional learning and development. 	
Attendance	<ul style="list-style-type: none"> • A good attendance record in current employment, (not including absences due to disability). 	

****The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.***