



PERSON SPECIFICATION

Post Title: Exams and Admissions Assistant

ATTRIBUTES/REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	Willingness and ability to obtain and/or enhance qualifications and training for development in this post.	Educated to degree level or equivalent.	Application Form
RELEVANT EXPERIENCE	Experience of working in a role involved with detailed organisation.	Experience of working in a school/college environment. Experience within an exam based role.	Application Form Interview
KNOWLEDGE AND SKILLS	Ability to work as part of a team, as well as to work independently. Ability to communicate with candidates and members of staff clearly and accurately. Ability to work accurately, with meticulous attention to detail. Ability to prioritise and organise effectively. Excellent communication skills. Strong IT skills.	Knowledge and experience of relevant software e.g., Microsoft Office & SIMS.	Application Form Interview
PERSONAL CHARACTERISTICS	Ability to work calmly under pressure and to meet deadlines. Ability to learn and implement new skills quickly and effectively. Ability to self-motivate. Ability to maintain confidentiality, integrity and discretion. Confident and enthusiastic.		Application Form Interview
ADDITIONAL REQUIREMENTS	Must have the flexibility to work outside the advertised school hours at regular periods (including 5 days in August), to meet the requirements of the role. Good level of attendance and punctuality Adaptability, reliability, dedication and commitment to the role.		Application Form Interview
The post is subject to a satisfactory Disclosure and Barring Service Check (DBS), plus completion of a Self-disclosure form			