

# Person Specification

## Exams and cover Officer

Criteria	Essential	Desirable
<b>Qualifications</b>		
Studied to a minimum standard of GCSE (grade A*- C/9-4) or equivalent, in English and Maths.	x	
Further education qualifications (certificate/s to be available at interview).		x
<b>Experience</b>		
Proven experience as an Exams Officer, demonstrating a comprehensive understanding of the examination process.	x	
Proven experience working in a secondary school or similar educational setting, where understanding the school's academic environment and student needs is crucial.	x	
Hands on experience with school management systems such as SIMS, Arbor or similar platforms for setting up and managing exam data, entries, results and performance indicators.	x	
Experience in maintaining and managing accurate data records, including handling sensitive information and ensuring compliance with data protection regulations.	x	
Experience in working with examination boards, awarding bodies and regulatory bodies including managing submissions and understanding their requirements.	x	
Demonstrate experience in managing both internal and external examinations, including GCSE and A-Levels		x
Experience in recruiting, training and monitoring exam invigilators or other supporting staff involved in the exams process.		x

Experience working closely with SENDCOs and understanding the requirements for special access arrangements and flexible accommodation for these students.		x
<b>Knowledge and Skills</b>		
Comprehensive understanding of JCQ (Joint Council for Qualifications) guidelines and other relevant regulatory bodies' regulations and guidelines for the management of exams.	x	
Thorough understanding of the examination cycle, including planning, administration and post-examination services such as result processing and appeals.	x	
Strong grasp of data protection laws and best practices for maintaining confidentiality and security of exam-related data and student information.		x
Knowledge of procedures for arranging and implementing access arrangements for students with special educational needs and disabilities, in accordance with JCQ.		x
Awareness of relevant school policies, procedures, and legislation, including safeguarding and equality legislation.		x
Exceptional organisational skills with a high level of attention to detail and the ability to handle confidential information discreetly, combined with the capability to manage multiple tasks, deadlines, and the complex logistics involved in running exams.	x	
Exceptional attention to detail to ensure accuracy in all aspects of exam management, from data entry to communication with stakeholders.	x	
Strong verbal and written communication skills to effectively interact with students, staff, and external stakeholders.	x	
Ability to work collaboratively with colleagues, including a positive attitude and flexibility in adapting to team needs and changes.	x	
Self-motivated and capable of working independently to meet deadlines.	x	

Strong IT skills, including database management and proficiency in Microsoft Office.	x	
Ability to improve own practice / knowledge through self-evaluation and learning from others.	x	
Ability to think creatively and solve problems, particularly in high-pressure situations or when handling last-minute changes.		x
Willingness and ability to adapt to new systems and processes, and to manage associated challenges effectively.		x
<b>Personal Qualities</b>		
Works effectively with team members and other colleagues, contributing to a harmonious and productive work environment.	X	
Manages multiple tasks, deadlines, and the complex logistics of running exams with precision and efficiency.	X	
Ensures accuracy in all aspects of exam management, from data handling to communication.	X	
Maintains integrity by openly addressing any errors or data breaches and upholding confidentiality.	X	
Prioritises the needs of students, ensuring that their experience is smooth and stress-free.	X	
Handles stressful situations effectively while maintaining a positive attitude.	X	
Dedication to the ethos, policies, and development plan of the Academy.	X	
Proactively identifies and addresses issues, demonstrating a strong sense of ownership and responsibility.		x
Willingness to adapt to changing circumstances and requirements, including last-minute alterations and new processes.		x

Uses creativity and critical thinking to develop innovative solutions to challenges and unplanned situations.		x
Demonstrates a desire to enhance and develop skills and knowledge through ongoing personal and professional development.		x
Builds and maintains positive relationships with students, colleagues, and stakeholders, enhancing communication and collaboration.		x