



Hyde High School

Person Specification: Exams Officer and CEIAG Support		
Grade: F (Points 17 - 22)		
Working pattern: 36 hours per week, term time only plus one week		
Responsible to	Office Manager	
Core Role	<p>The postholder will be responsible for the effective and efficient organisation and administration of all external and internal examinations across the school and all associated systems, staffing and protocols.</p> <p>This role also involves administrative and organisational support for the school's aspirational Careers Education, Information, Advice and Guidance (CEIAG) programme.</p>	
		E: Essential D: Desirable
Qualifications	5 GCSE grades A*-C (or equivalent) including both English and maths	E
	NVQ Level 3 Business Administration or equivalent	D
Experience and knowledge	Experience of working in a school environment.	D
	Experience of liaising with a variety of colleagues and other stakeholders within a work setting.	E
	Experience of undertaking a wide range of complex administration duties.	E
	Knowledge of the significance of safeguarding in a school setting.	E
	Experience of using Management Information Systems e.g. SIMS	D
Personal skills and qualities	Knowledge and experience of first aid support	D
	Ability to demonstrate a high level of resilience when working in a pressured environment.	E
	Versatile and possessing excellent organisational skills.	E
	Confident to work independently or as part of a team.	E
	Excellent communication and interpersonal skills.	E
	Ability to relate well to adults and young people.	E
	Able to deal sensitively with people and resolve conflict.	E
	A clear commitment to equal opportunities.	E
	Conscientious, hard-working, enthusiastic and reliable.	E
	Ability to work effectively within defined timescales.	E
	Ability to plan and organise own workloads and to work flexibly using self-motivated initiative.	E
	Competent and confident in the use of ICT including Word, Excel and PowerPoint	E
	Competent and confident in the use of Google calendar and Google docs.	E
	Committed to high personal standards at all times	E
	A proven record of excellent attendance and punctuality	E
Ability to maintain and produce accurate information and records and to maintain confidentiality.	E	
Ability to produce high quality documentation that is appropriate, clear and concise	E	
Ability to promote a positive ethos around school and act as a positive role model.	E	
Kind, compassionate and non-judgemental.	E	
A willingness to learn new skills and to undertake further professional development.	E	
	A sense of humour and a positive outlook.	E

Hyde High School is committed to safeguarding and promoting the wellbeing of all; all staff and volunteers are expected to share this commitment. The successful applicant will be subject to an enhanced DBS check.