###### PERSON SPECIFICATION

**Job Title:** Exams Officer

**(Section / Unit if known)**

**Reporting To:** Deputy Head

**Method of Assessment (M.O.A.):** AF = Application Form

I = Interview

T = Test or Exercise

P = Planned Activity

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| **CRITERIA** | * 1. **ESSENTIAL** | **M.O.A.** |
| **EXPERIENCE** | Working in an administration environment  Working in a school environment  Managing the examination process within an educational setting  Managing own workload  Advising senior leadership teams  Managing staff  Completing tasks to deadlines  Working on several different projects/areas at the same time  Dealing with confidential matters  Using a management information system (MIS) within an educational setting or equivalent  Using online tools  Working with databases and managing data input  Complying with the requirements of regulatory bodies | AF/I |
| **KNOWLEDGE / SKILLS** | Manage and maintain the integrity and confidentiality of the exams system  Communicate clearly and concisely both orally and in writing (High standard of verbal and written communication skills)  Interact with others in a positive way (Effective interpersonal skills working with a range of internal and external stakeholders)  Proficient in the use of a range of IT software packages  Analyse data  Time management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlines  Work with a high degree of accuracy  Work well under pressure  Work flexibly  Work without close supervision  Work well both as part of a team and independently, demonstrating initiative (Regularly review own (and team’s) work and take the initiative to suggest ideas to make improvements)  Follow relevant policies, procedures and regulation to complete work  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 data protection regulations – e.g. Data Protection Act 2018 and General Data Protection Regulation (GDPR)  Aware of the Joint Council for Qualifications (JCQ) regulations or equivalent  Aware of current developments in the secondary school/college curriculum and examination systems  Aware of qualifications contributing to performance tables (school and/or college performance measures)  Commit to safeguarding and promoting the welfare of young people  Undertake relevant training and development opportunities | AF/I |