###### 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 environmentWorking in a school environmentManaging the examination process within an educational settingManaging own workloadAdvising senior leadership teamsManaging staffCompleting tasks to deadlinesWorking on several different projects/areas at the same timeDealing with confidential mattersUsing a management information system (MIS) within an educational setting or equivalent Using online toolsWorking 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 systemCommunicate 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 packagesAnalyse dataTime management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlinesWork with a high degree of accuracyWork well under pressureWork flexiblyWork 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 workAdapt quickly to changes to regulations and processes Deal with enquiries in a professional and sensitive mannerHandle challenging conversations with confidence and sensitivityWork 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 equivalentAware of current developments in the secondary school/college curriculum and examination systemsAware 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 |