



Person Specification: Exam Officer

Attributes	Essential	Desirable
Relevant Experience	<ul style="list-style-type: none">• Experience of working in a School/college environment• Experience of working in a busy office environment• Experience of responding to and dealing with queries• Working as part of a team and leading tasks/people• Dealing with financial queries	Exam experience and compliance Experience of recruitment and management of people
Education and Training	<ul style="list-style-type: none">• GCSE or equivalent Maths and English• Excellent ICT skills• Knowledge and prior use of school MIS	
Special Knowledge and Skills	<ul style="list-style-type: none">• Excellent communication skills both oral and written• Positive problem solving attitude• Confidently leading a team whilst ensuring quality	An understanding of the examination processes
Additional Factors:	<ul style="list-style-type: none">• Ability to work effectively under pressure and plan ahead to ensure processes are followed effectively• Professionally discreet and able to respect confidentiality• Firm, sensitive and effective approach towards student discipline• Confident and able to use own initiative• Ability to build effective working relationships with colleagues in a team environment• Ability to work under pressure and to tight deadlines• A methodical and accurate approach with attention to detail• Flexible approach to work	Working hours - flexible at peak times i.e. exam season

When shortlisting, the panel will seek evidence of the criteria above.



The Chase

A SCHOOL OF EXCELLENCE

	<ul style="list-style-type: none">• Willingness to attend relevant training sessions• Commitment to equal opportunities, inclusion and safeguarding	
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