



# Exams Officer

## Person specification

	Essential	Desirable
<b>Qualifications</b>	Evidenced by: appropriate original certificates	
Level 2 (GCSE Equivalent, C or above) English and Maths	✓	
First Aid		✓
<b>Experience</b>	Evidenced by: application form, Interviews, references	
Classroom experience, or previous work with children and young people		✓
Understanding of the education sector		✓
Administration	✓	
Previous experience working in examinations		✓
<b>Basic skills, characteristics and competences</b>	Evidenced by: application form, Interviews, references	
Awareness of and commitment to the safeguarding and welfare of children	✓	
Ability and willingness to communicate on a day-to-day basis with staff, students and parents	✓	
Fluent with English language, a high degree of literacy in verbal and written communication, and professional interpersonal skills for face-to-face and telephone conversations.	✓	
A high degree of IT literacy, including MS office especially excel, as well as the ability to adapt to different database software	✓	
Ability to understand and a willingness to work within the wider life of a school setting	✓	
Highly developed organisational skills with the ability to multitask, work flexibly and with initiative	✓	
Willing to adapt working pattern to meet the needs of exam periods	✓	
<b>Personal qualities</b>	Evidenced by: application form, Interviews, references	
Efficient and hard-working, with a fastidious attention to detail	✓	
Excellent organisation, communication and administrative skills	✓	
Patience and diplomacy	✓	
Flexibility, initiative and resilience	✓	
Pragmatic and a problem solver, calm under pressure	✓	
Ability to seek and act on advice	✓	
High expectations of self and others	✓	
Honesty and integrity, discretion and confidentiality	✓	