

Person Specification

Exams Officer

Criteria	Essential	Desirable
Academic Qualifications		
Educated to A Level standard.		X
Educated to degree level.		X
Experience		
Previous experience of working as an Exams Officer, working in a school or similar establishment.		X
Evidence of working in a team and the ability to work collaboratively.	X	
Experience in the recruitment and line management of staff.		X
Experience with database management, including maintaining accurate records and data protection compliance.	X	
Familiarity with the Management Information Systems Arbor, particularly for data input and reporting and reporting.		X
Strong IT skills, with proficiency in Microsoft Office, particularly Excel, Word and Outlook.	X	
Exceptional organisational skills and attention to detail.	X	
Ability to communicate effectively with a range of stakeholders, including staff, students, parents and external agencies.	X	
Ability to manage time effectively, prioritise tasks and meet tight deadlines.	X	
Knowledge and Skills		
Ability to build and form good relationships with students, colleagues and other professionals.	X	

Good verbal and written communication skills to ensure effective communication with colleagues, students and other professionals	X	
Proven track record of excellent administrative skills – highly efficient and organised.	X	
Experience of maintaining data in a secure environment. To act in accordance with professional codes at all times, showing a high level of discretion and professionalism when handling confidential information.	X	
Ability to absorb and understand a wide range of information.	X	
Capacity to adapt to changing requirements and respond effectively to unplanned situations.		X
Personal Qualities		
Self motivated and capable of working independently to meet deadlines.	X	
Ability to improve own practice/knowledge through self-evaluation and learning from others.	X	
Proven ability to work both independently and as a team member.	X	
Ability to work under pressure, maintaining a calm, confident and positive attitude.	X	
Honest, trustworthy and reliable with the ability to respect the confidentiality of individuals and exams.	X	
Pragmatically optimistic.	X	
Drive, energy, commitment and "willingness to go the extra mile"	X	
Personal "presence" and confidence; warmth and sensitivity; flexibility and maturity of approach; enthusiasm and a sense of humour.	X	