

## Exams Support/Administrator: Person Specification

AF – Application Form

SP – Selection Process

Specification	Essential/ Desirable	Method of Assessment
<b>QUALIFICATIONS / PROFESSIONAL MEMBERSHIP</b>		
<ul style="list-style-type: none"> <li>To possess 5 GCSEs including English and Maths.</li> </ul>	Essential	AF
<b>PROFESSIONAL EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>Experience of school administration.</li> </ul>	Essential	AF
<ul style="list-style-type: none"> <li>To have experience of the administration of school MIS systems.</li> </ul>	Essential	AF
<ul style="list-style-type: none"> <li>Experience of working in a professional environment.</li> </ul>	Essential	AF/SP
<ul style="list-style-type: none"> <li>To have experience working effectively as part of a team.</li> </ul>	Essential	AF
<ul style="list-style-type: none"> <li>To have experience of school examination systems.</li> </ul>	Desirable	AF
<ul style="list-style-type: none"> <li>To have experience of working with young people and adults and be able to effect trusting relationships with them.</li> </ul>	Desirable	AF
<b>KNOWLEDGE AND SKILLS</b>		
<ul style="list-style-type: none"> <li>To be a self-motivating individual who is able to demonstrate enthusiasm for the role.</li> </ul>	Essential	AF/SP
<ul style="list-style-type: none"> <li>To possess and be able to demonstrate excellent oral and written communication skills.</li> </ul>	Essential	AF/SP
<ul style="list-style-type: none"> <li>To be an efficient and accurate proof-reader who ensures that all 'copy' is of the highest standard.</li> </ul>	Essential	SP
<ul style="list-style-type: none"> <li>To be able to demonstrate excellent ICT skills and possess the ability to effectively use the Microsoft Office package, including Word, PowerPoint and Excel.</li> </ul>	Essential	AF/SP
<ul style="list-style-type: none"> <li>To possess the ability to undertake general administrative processes, including Mail merge and MIS Reports.</li> </ul>	Essential	AF/SP
<ul style="list-style-type: none"> <li>Ability to organise your own workload to ensure that all deadlines are met with the ability to work on your own initiative.</li> </ul>	Essential	AF/SP
<b>PERSONAL QUALITIES</b>		
<ul style="list-style-type: none"> <li>To be flexible and have a 'can do' approach to the varied administrative tasks required of the role.</li> </ul>	Essential	AF

<ul style="list-style-type: none"> <li>▪ The ability to work quickly and efficiently while maintaining an exceptional standard of work.</li> </ul>	Essential	AF
<ul style="list-style-type: none"> <li>▪ The confidence to lead examinations and give clear instructions to group of students</li> </ul>	Essential	AF
<ul style="list-style-type: none"> <li>▪ To be highly organised and conscientious with the ability to juggle multiple tasks.</li> </ul>	Essential	AF
<ul style="list-style-type: none"> <li>▪ A commitment to your own continuous professional development.</li> </ul>	Essential	AF
<ul style="list-style-type: none"> <li>▪ Personal commitment to the College's professional standards, including dress code, as appropriate.</li> </ul>	Essential	AF
<ul style="list-style-type: none"> <li>▪ The post will require an enhanced DBS clearance.</li> </ul>	Essential	SP
<ul style="list-style-type: none"> <li>▪ To promote Health &amp; Safety, Safeguarding policies and Equality &amp; Diversity across the Trust.</li> </ul>	Essential	AF
<ul style="list-style-type: none"> <li>▪ A flexible and adaptable approach with the ability to meet the requirements of the role around out of hours' events.</li> </ul>	Essential	AF/SP

