



Person Specification

Job Title: Exams and Assessment Officer

Qualifications	Essential	Desirable
Level 2 qualifications in English and Maths, or equivalent	✓	
Level 3 qualification in relevant discipline		✓
Willingness and ability to obtain and/or enhance qualifications and training and development in the post	✓	
Experience		
Experience of working with statistical analysis, management information and data collection	✓	
Experience of assisting with and/or organising and running educational examinations		✓
Experience in the use of educational management information systems, including SIMS		✓
Skills		
Ability to effectively communicate with a wide range of audiences, verbally and in writing	✓	
Ability to use standard ICT packages including Microsoft Office and in particular Excel	✓	
Ability to work well under pressure and manage competing deadlines	✓	
Ability to respect and maintain confidentiality in line with data protection	✓	
Ability to analyse data and present in a clear and concise manner for a range of audiences	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of academy child safeguarding procedures	✓	

Other		
Satisfactory DBS check	✓	