

Person Specification – Examinations Officer

JOB TITLE: Examinations Officer

ATTRIBUTES		ESSENTIAL (E) DESIRABLE (D)
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE A*- C (or equivalent) in both Maths and English Language 	E
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> Recent experience of working in the education sector and/or with secondary aged students aged 11 – 16. Experience & proven ability to use a variety of Computer Applications, in particular Microsoft Office. Experience of working in a busy office environment Demonstrate a good understanding of Examinations Process and adhering to exam compliance, procedures and codes Has experience of running the Examinations Process exam compliance Experience of managing a small team of exam invigilators 	E D E E E E
SKILLS & ATTRIBUTES	<ul style="list-style-type: none"> Ability to set and maintain high standards. A calm but assertive personality. Ability to safely manage classroom activities, the physical learning space and classroom resources. An understanding of a range of strategies to deal with classroom behaviour - group behaviour and individual behaviour. Excellent organisational, planning and interpersonal skills. Good communication skills: verbal/written. Sense of humour. Flexible approach to working conditions and working environment. Self-motivated and enthusiastic worker. Good ICT skills and confidence in learning new systems. Ability to work on own initiative. Ability to prioritise tasks, manage time effectively and meet deadlines. Effective team worker. Discrete and considerate when dealing with sensitive and confidential matters. 	E E E D E E E E E D E E E E E
OTHER	<ul style="list-style-type: none"> Good attendance and punctuality record. 	E

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	<ul style="list-style-type: none"> • A willingness to undertake relevant training to support effective classroom practice. • Ability to show initiative and work under pressure, multi task and work to a strict deadline • Able to work flexibly to support others and respond to unplanned absences • A willingness to undertake relevant training • Commitment to equal opportunities • Commitment to student safety and safeguarding. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
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