

DIDCOT GIRLS' SCHOOL

EXAMS OFFICER PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> • Educated to at least GCSE grade 4 standard or equivalent in English and mathematics. • Experience of working in a responsible and complex administrative role. • Experience of working in a busy office environment. • Experience of managing and maintaining data in a secure environment. • Experience of inputting, extracting and analysing relevant data from a management information system, and designing user friendly reports. 	<ul style="list-style-type: none"> • Further or higher education qualifications relevant to the field. • Recent experience and knowledge of managing exams in an educational context. • Experience of working in a school or similar establishment. • Experience of analysing data and producing statistical reports. • Experience in the recruitment and training of staff. • Experience in the line management of staff. 	<p>Application form</p> <p>References</p> <p>Interviews</p> <p>Certificate/s (to be available at interview)</p>
Knowledge and skills		
<ul style="list-style-type: none"> • Ability to build and form good relationships with students and colleagues and confidence to supervise young people through the exams process • Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Excellent organisational, administrative and record keeping abilities with high levels of accuracy and 	<ul style="list-style-type: none"> • Demonstrate a good understanding of the examination process and regulatory framework. • Understanding of current developments in secondary school curriculum and examination systems • Managing and monitoring a budget, and providing required reports. • Ability to process, digest, summarise new regulations and implement new procedures and policies 	<p>Application form</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
<p>attention to detail</p> <ul style="list-style-type: none"> • Good level of interpersonal skills to communicate and develop professional working relationships with a range of stakeholders • The ability to remain calm under pressure, adapting to problems as they arise • Ability to use relevant technology and the ability to adapt to new and unfamiliar IT systems as needed 	<p>accordingly.</p> <ul style="list-style-type: none"> • Excellent numeracy and analytical skills with ability to compile data reports and statistical analysis 	
Personal qualities		
<ul style="list-style-type: none"> • Ability to plan and prioritise workload and work to tight deadlines. • Ability to think and act on own initiative, work independently and problem solve effectively. • Able to work flexibly to support others and respond to unplanned situations. • Efficient and meticulous in organisation and detail. • Confidence and ability to lead a team • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		<p>Application form</p> <p>References</p> <p>Interviews</p>