



Exams Officer – Person Specification

Education and Training	Criteria	Assessment
English and Mathematics GCSE or equivalent	E	A
Commitment to personal/professional development	E	A/I
Degree or other higher education equivalent	D	A

Experience	Criteria	Assessment
Experience of working with young people and/or in an educational environment	D	A/I
Experience of using a School Information Management System	D	A/I

Knowledge and Understanding	Criteria	Assessment
Knowledge of School Information Management Systems	E	A/I
Experiencing of producing, analysing and interpreting statistical data in spreadsheet format.	E	A/I

Skills and Attributes	Criteria	Assessment
Ability to establish good working relationships and effective teamwork	E	I
Good communication skills	E	A/I
Excellent role model for students	E	I
Ability to generate ideas and drive initiatives	D	A/I
Extensive knowledge on the use of Microsoft Excel and providing statistical data in easy to read format using relevant formulae where appropriate	E	A/I

Personal Qualities	Criteria	Assessment
High expectations of students and colleagues	E	A/I
Highly motivated and able to motivate and inspire students	E	I
Enthusiastic and committed	E	I
Open-mindedness and a forward-thinking approach	E	I
Excellent interpersonal skills	E	I
Willingness to take on other roles and responsibilities within the team	D	A/I

Criteria Key

- D Desirable
- E Essential

Assessment Key

- A Application Form
- I Interview