

Person Specification - Examinations Officer

Attributes	Essential	Desired
Education / Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent 	<ul style="list-style-type: none"> • Educated to A Level or equivalent • Educated to degree level
Professional Experience	<ul style="list-style-type: none"> • Examinations experience, preferably within a secondary school setting • Experience in managing others • Experience of using IT applications • Demonstrate a good knowledge of the examination process • To maintain continuing compliance and adherence to policies, procedures and codes of practice and awareness of relevant legislation 	<ul style="list-style-type: none"> • Working knowledge of Arbor / similar information management systems
Professional Skills & Knowledge	<ul style="list-style-type: none"> • Good interpersonal skills • Effective verbal and written communication • Ability to prioritise own workload and work to deadlines • Able to line manage a team of invigilators • Be emotionally resilient and to be able to work in a challenging environment 	
Personal Qualities/Other Relevant Attributes	<ul style="list-style-type: none"> • Commitment to the maintenance and improvement of quality service provision • Demonstrate vigour and persistence to achieve goals and targets • Ability to work under pressure and meet tight deadlines • Attention to detail • Set consistently high expectations of self and others 	

	<ul style="list-style-type: none">• Self-motivated• Ability to build on the experience, advice and contributions of others• Ability to be flexible and adaptable• A commitment to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills• resilient and determined to achieve goals and targets set by Senior Management• Commitment to the highest standards of child protection	
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We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance