



Exams Officer and Administration

Person Specification

PERSON SPECIFICATION – Exams Officer and Administration, Supporting Exams and Administration

Essential (E)

Desirable (D)

Identified by: I (I)

A (A)

R (R)

Criteria	Details	Essential / Desirable	Assessed
Qualifications	GCSEs (or equivalent) in English and Maths at minimum grade C or level 4	E	Certificate A
	Attainment of 'A' level qualifications or equivalent (as an alternative to qualifications, be able to demonstrate equivalent skills through work experience).	E	A/I
Experience	Experience of working in a school or college environment	E	A/I
	Significant years of experience of working with children and young people.	E	A I
	Experience of working with pupils with ASD	E	A/ I
	Have good experience of working in an administrative environment using ICT databases and data analysis.	D	A/ I
	Good people management skills.	E	I
	Experience of organising, running and evaluating examination events	E	A/ I
Knowledge & Skills	Knowledge of examination administration, processes and regulations.	E	A/ I
	Excellent Office Administration systems including Google Workspace Apps and Microsoft 365.	E	I
	Excellent communication and interpersonal skills	E	A/I
	Have experience of, or demonstrate the ability to oversee a caseload	E	I
	Flexible approach to working	E	A/ I/ R

	Ability to prioritise workload in a fast-paced environment	E	A/I/R
	Ability to communicate effectively both verbally and in writing with colleagues, students, parents/carers and outside agencies.	E	A
	Strong organisational and time management skills	E	I
	Ability to problem solve and use initiative	E	I
	Experience or knowledge of Arbor MIS System, A2C and exam board exam portals.	D	A/I
Behavioural attributes	Full working knowledge of relevant policies including safeguarding and school policies	E	A/I
	Values and respects the diversity of individuals, adaptable approach to meet individual needs	E	I
	Proactively seek opportunities to increase job knowledge and understanding	E	I
	Well-developed interpersonal skills to be able to relate well to a wide range of people.	E	I