



Watford Grammar School for Girls

Person Specification	
Position:	Exams Assistant
Department:	Support

	Requirement	Desired/Essential	Assessment
Qualification	GCSE English and Mathematics or equivalent	Essential	Application
Experience	Prior experience of working in a school setting.	Desirable	Application and Interview
	Experience of working in a team	Essential	
Skills & Competencies	A close attention to detail	Essential	Application and interview
	An ability to plan events with care, developing plans which are clear and of use to others.	Essential	
	The ability to relate well to both adults and to students alike.	Essential	
	Knowledge and experience of education appropriate software.	Desirable	
Communication Skills	Accurate written English	Essential	Application
Personal Attributes	A calm manner under pressure	Essential	Interview
	A willingness to problem solve		Interview
Other			

Notes

Applicants called for interview should note that the interview itself (and/or any additional tasks to be performed, if applicable) will be appropriate to the role advertised and:

- Focus on the requirements to carry out the duties of the job, as described
- Explore issues relating to the safeguarding and promoting the welfare of children, including
 - Motivation to work with children and young people



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- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline
- Be used to explore any relevant issues arising from references received