

**Skylark Partnership Trust**  
**Cherry Tree Learning Centre**

**Attendance / Exams Officer**

**Person Specification**

<b>Criteria</b>	<b>Qualities</b>
<b>Qualifications and Training</b>	NVQ level 3 or equivalent qualification / experience
<b>Experience</b>	<ul style="list-style-type: none"> <li>•</li> <li>• Working in a school or administration environment</li> <li>• Managing the administration of examinations</li> <li>• Working with confidential and/or sensitive materials</li> <li>• Managing other members of staff, such as invigilators</li> <li>• Managing time and workload to meet deadlines</li> <li>• Using Management Information System – Arbor to produce attendance reports for mainstream schools</li> <li>• Working with awarding bodies and regulatory organisations, e.g. JCQ</li> <li>• Complying with statutory regulations set by external bodies</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• High standard of communication (verbal and written)</li> <li>• Polite and effective interpersonal skills</li> <li>• Competent with common IT systems, Arbor, Google Drive</li> <li>• Time Management and planning</li> <li>• Ability to work flexibly and quickly under pressure</li> <li>• Ability to work across multiple projects and deadlines</li> <li>• Ability to follow policies and procedures set by the school and external agencies</li> </ul>
<b>Personal qualities</b>	<p>Organised            Ability to keep calm under pressure            Ability to work well in a team, and independently</p>