

CHARTERS SCHOOL

PERSON SPECIFICATION - EXAMINATIONS OFFICER

SPECIFICATION	ESSENTIAL	DESIRABLE
Experience and Knowledge	<ul style="list-style-type: none"> • Demonstrable experience of using different IT skills • Computer literate, particularly in use of Microsoft Office • Experience of exams administration • Demonstrable experience of working in a general administration environment • Understanding of Data Protection and Confidentiality 	Use of ARBOR Management Information System
Education and Qualifications	<ul style="list-style-type: none"> • GCSEs or equivalent in English and Mathematics at grade A* to C or 9 to 4 	An intermediate or above qualification in IT/typing skills
Skills and Abilities	<ul style="list-style-type: none"> • Excellent communication skills written and verbal • Excellent interpersonal skills, ability to work within professional boundaries and relate well with visitors, students and staff • Ability to work with due regard to confidentiality, data protection and safeguarding at all times • Good organisational skills, to include: <ul style="list-style-type: none"> ○ ability to plan and prioritise work, so that deadlines are met; ○ ability to identify and analyse problems and use their own judgement to produce an acceptable solution • Good numerical skills • Ability to follow set procedures and use own initiative in a busy environment • Ability to work under pressure against changing priorities and competing demands • Self-motivated and able to work with minimum supervision and organize/manage own workload and to keep up-to-date with changes in the working environment • Positive role model of professional practice and conduct of others • Ability to take a collaborate role when working within a team 	
Training	<ul style="list-style-type: none"> • Evidence of experience in a similar role • Evidence of continuous INSET and professional development • Willingness to undertake relevant training and identify own development needs 	
Attributes and Attitudes	<ul style="list-style-type: none"> • Able to inspire and enthuse all students to achieve their individual potential • Flexible approach, including a sense of humour, and positive attitude towards work • Punctual and reliable • A team player who is enthusiastic and willing to persevere in the face of challenges • Ability to adapt to changes in the workplace • Calm, tactful and collaborative manner • Trustworthy and discreet for confidentiality • Demonstrates a sense of commitment to support the ethos of the school 	
Equality, diversity and inclusion	<ul style="list-style-type: none"> • Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application 	
Safeguarding	<ul style="list-style-type: none"> • Knowledge, understanding and commitment to safeguarding and promoting the welfare of students • Ability to form and maintain appropriate relationships and personal boundaries with students 	