

Person Specification – Exams Officer

Qualifications	
Educated to at least A level standard with minimum of 5 GCSEs A-C including Maths and English (or equivalent)	Essential
Recent and relevant training in exams officer role	Essential
Experience	
Managing the examination process within an educational establishment	Essential
Working effectively within an administrative setting and managing own workload	Essential
Use of complex databases and data inputting	Essential
Use of Excel and creation of spreadsheets including the use of formulae	Essential
Working effectively within a school environment	Desirable
Use of SIMS	Desirable
Managing staff	Desirable
Skills, Knowledge and Understanding	
Creative approach to problem solving	Essential
High levels of ICT skills	Essential
Excellent written and oral communication skills with internal and external people at all levels	Essential
Ability to deal with enquiries in a professional and sensitive manner	Essential
Awareness of GDPR and confidentiality	Essential
Ability to prioritise workload and work to deadlines effectively	Essential
Ability to maintain high standards under pressure	Essential
Capacity to show initiative and take responsibility	Essential
Ability to be adaptable and flexible in line with exam requirements and pupil needs	Essential
High level of organisation and planning skills	Essential
Personal Qualities	
Adaptable and flexible	Essential
Ability to inspire, support and energise others to achieve a common purpose	Essential
Ability to relate well to young people	Essential
Ability to demonstrate and promote good practice	Essential
Commitment to the safeguarding and welfare of all students	Essential