

Personal Specification

Job Title: Examinations Officer

	Essential	Desirable	How identified
Qualifications			
Suitable qualification including high level of numeracy and literacy.	✓		App
A relevant degree.	✓		App
Experience			
Ability to use ICT effectively with experience of management of some form of ICT systems	✓		App / Int
Suitable experience in working with and supporting the needs of young people in a school setting.	✓		App
Experience of managing examination systems		✓	App / Int
Experience of a MIS system such as SIMs.	✓		App / Int / Ref
Experience of managing/monitoring a budget.		✓	App / Int / Ref
Experience of successfully managing a team of people.	✓		App / Int / Ref
Skills			
Must be well organised and well presented	✓		Int
The capacity to plan with and advise senior leaders and staff generally on examination regulations , deadlines and internal protocols and procedures.	✓		Int
Excellent interpersonal skills so that relationships with colleagues and pupils are professional and supportive and a sense of team work is developed	✓		App / Int / Ref
Ability to work hard under pressure while maintaining a positive, professional attitude	✓		App / Int / Ref
The capacity to work smart and manage and direct one's own workload so that deadlines are met and a work life balance is maintained.	✓		Int / Ref
Good creative positive approach to solving challenges	✓		Int / Ref
Ability to manage pupil behaviour calmly, pro-actively and to ensure examinations standards of behaviour are exceeded setting.	✓		Int
Commitment to personal career development		✓	App / Int / Ref
Knowledge and Understanding			
Knowledge of examination regulations, policies, procedures, methods, ethics and professional standards	✓		App / Int / Ref
Some knowledge of Ofqual and future direction of the examinations system		✓	Int
Good knowledge of trends in current examination requirements .	✓		App / Int
Awareness of safeguarding issues	✓		App / Int
Equal Opportunities			
Understanding of different social backgrounds of pupils		✓	Int / App
Understanding the needs of pupils and the appropriate strategies to support them	✓		App / Int / Ref

Full commitment to community cohesion and inclusion	✓		App / Int
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