



## Examination Officer

### Person Specification

Criteria	Essential (E) or Desirable (D)	How Identified: AF - Application Form I - Interview A - Assessment
<b>Qualifications</b>		
An excellent standard of education including Maths and English Grade 4 - 9 (or equivalent) or Level 2 Literacy and Numeracy	<b>E</b>	<b>AF</b>
Evidence of Continuous Professional Development.	<b>E</b>	<b>AF/ I</b>
<b>Skills and Experience</b>		
Strong IT skills, with a depth of knowledge across IT operating systems	<b>E</b>	<b>AF, I</b>
Experience of working with school MIS software and data systems, such as SIMS.	<b>D</b>	<b>AF, I</b>
Knowledge of the examinations system and examination board regulations.	<b>E</b>	<b>AF, I</b>
Experience of working with Excel or similar and knowledge of data input/ upload	<b>E</b>	<b>AF, I</b>
Successful experience of working with a range of stakeholders (e.g parents, governors) and an appreciation and understanding of their role	<b>E</b>	<b>AF, I</b>
Working effectively and inclusively to achieve the aims of an organisation	<b>E</b>	<b>AF, I</b>
Ability to train staff, and interact with students including exam supervision/invigilation	<b>E</b>	<b>AF, I</b>

Good time management skills, together with a methodical and organised approach to work	<b>E</b>	<b>AF, I</b>
Experience of working in an educational setting.	<b>D</b>	<b>AF, I</b>
Experience of organising exams within a school setting.	<b>D</b>	<b>AF, I</b>
Experience of managing and monitoring a team of invigilators and working collaboratively	<b>D</b>	<b>AF/ I</b>
<b>Knowledge and Ability</b>		
Knowledge of the examinations system and examination board regulations.	<b>D</b>	<b>AF/I</b>
Attention to detail and the ability to spot data errors or anomalies	<b>E</b>	<b>AF, I</b>
Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.	<b>E</b>	<b>AF, I</b>
Ability to maintain resilience, understanding and positive thinking when working with challenging pupils	<b>E</b>	<b>AF, I</b>
Excellent self-management, to include time management, working under pressure and to deadlines	<b>E</b>	<b>AF/I</b>
Possess a positive “can do” attitude and have a solution focused approach to problem solving.		
<b>Special Working Conditions</b>		
Applicants will be expected to understand/ take training on the importance of safeguarding/child protection when working in a school setting	<b>E</b>	<b>AF, I</b>
All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment.	<b>E</b>	<b>AF, I, A</b>