

**PERSON SPECIFICATION**

SCHOOL: ALL SAINTS CATHOLIC SCHOOL

POST TITLE: EXAMS OFFICER

DATE: Dec 2020

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| CATEGORY/ITEM | **ESSENTIAL** | **DESIRABLE** | EVIDENCE |
| **Experience** |  |  |  |
| * 2 years minimum secondary school administration
* Previous experience of exams entry and admin in a secondary school
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| **Education and Training** |  |  |  |
| * Advanced education to A level standard (GCSEs to include Maths and English)
* Relevant experience/qualification in ICT – MS Office packages including Excel at Advanced User level
* Degree qualification in relevant subject
* SIMS.net database
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| **Knowledge** |  |  |  |
| * Understanding of effective exam management strategies/techniques
* Knowledge of exam process and statutory reporting requirements
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| * **Skills/Aptitudes**
* Highly developed analytical skills
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| * Good organisational skills
* Teamwork
* Flexibility/adaptability
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| * Excellent communication skills
* Attention to Detail
* Good communication skills – written, verbal, presentation etc.
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| **Specific requirements** |  |  |  |
| Confidentiality awareness | 🗸 |  | ARI |
| **Suitability to work with children** |  |  |  |
| Enhanced CRB | 🗸 |  | R |

A Application Form R References I Interview