

**PERSON SPECIFICATION**

SCHOOL: ALL SAINTS CATHOLIC SCHOOL

POST TITLE: EXAMS OFFICER

DATE: Dec 2020

|  |  |  |  |
| --- | --- | --- | --- |
| CATEGORY/ITEM | **ESSENTIAL** | **DESIRABLE** | EVIDENCE |
| **Experience** |  |  |  |
| * 2 years minimum secondary school administration * Previous experience of exams entry and admin in a secondary school | ✓ | ✓ | ARIT  AR |
| **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 | 🗸  🗸 | ✓  ✓ | AR  ART  AR |
|  |  |  |  |
| **Knowledge** |  |  |  |
| * Understanding of effective exam management strategies/techniques * Knowledge of exam process and statutory reporting requirements | 🗸 | 🗸 | AIT  AI |
| * **Skills/Aptitudes** * Highly developed analytical skills |  |  |  |
| * Good organisational skills * Teamwork * Flexibility/adaptability | 🗸  🗸  🗸 |  | ARI  ARI  ARI |
| * Excellent communication skills * Attention to Detail * Good communication skills – written, verbal, presentation etc. | 🗸  🗸  ✓ |  | ARI  ART  ARIT |
|  |  |  |  |
| **Specific requirements** |  |  |  |
| Confidentiality awareness | 🗸 |  | ARI |
| **Suitability to work with children** |  |  |  |
| Enhanced CRB | 🗸 |  | R |

A Application Form R References I Interview