



**EMPLOYEE SPECIFICATION**

**POST TITLE:** Exams Officer

**POST NUMBER:**

Temporary  Permanent  Part Time  Term Time  Full Time

Hours of Work: Varying hours between 7:45am and 5:00pm throughout the academic year

	<b>Essential</b>	<b>Desirable</b>	<b>How Measured During Recruitment and Selection Progress</b>
<b>Experience</b>	Experience of working within a school or similar environment	Experience of using SIMS/MIS software  Experience administering exams	Application/Interview
<b>Education/Training Qualifications</b>	Good standard of education to GCSE  Grades A-C or equivalent in GCSE English and Maths	Level 3 or equivalent in Business/Admin/related subject	Application
<b>Special Knowledge</b>	Knowledge of admin, office systems and Microsoft Office applications  Ability to relate effectively and professionally to young people	Knowledge and understanding of awarding body requirements  Knowledge of school MIS systems	Application/Interview

	<b>Essential</b>	<b>Desirable</b>	<b>How Measured During Recruitment and Selection Progress</b>
<b>Skills</b>	<p>Good communication and organisational skills</p> <p>Ability to implement complex procedures and adhere to rules and regulations</p> <p>Able to use initiative</p>		<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
<b>Personal Qualities</b>	Suitable to work with children		<p>At interview motivation and attitudes appropriate to working with vulnerable groups will be discussed along with any issues arising from references.</p> <p>DBS check</p>
<b>Working Arrangements and Personal Availability</b>	<p>Good timekeeping</p> <p>Adaptable/flexible approach to work</p> <p>Ability to work independently and as part of a team</p>		Interview
<b>Physical</b>	Able to fulfil the duties of the post		Interview