

# EXAMINATIONS OFFICER PERSON SPECIFICATION



Corley Centre

(A) Application (I) Interview (T) Interview task (R) Reference

QUALIFICATIONS	
<ul style="list-style-type: none"> <li>GCSE Level C or above in English and Maths</li> </ul>	A
QUALITIES	
<ul style="list-style-type: none"> <li>Honesty and integrity</li> <li>Calmness under pressure</li> </ul>	I,R I,R
EXPERIENCE	
<ul style="list-style-type: none"> <li>Working in a school/college environment</li> <li>Managing the examination process within an educational setting</li> <li>Managing own workload</li> <li>Advising senior leadership teams</li> <li>Completing tasks to deadlines</li> <li>Working on several different projects/areas at the same time</li> <li>Dealing with confidential matters</li> <li>Using a management information system (MIS) within an educational setting or equivalent</li> <li>Using online tools</li> <li>Working with databases and managing data input</li> <li>Complying with the requirements of regulatory bodies</li> </ul>	A/R A/I A/I/T A A/T A/I A A A A A A/I
KNOWLEDGE, SKILLS AND ABILITIES	
<ul style="list-style-type: none"> <li>Manage and maintain the integrity and confidentiality of the exams system</li> <li>Communicate clearly and concisely both orally and in writing (High standard of verbal and written communication skills)</li> <li>Interact with others in a positive way (Effective interpersonal skills working with a range of internal and external stakeholders)</li> <li>Proficient in the use of a range of IT software packages</li> <li>Analyse data</li> <li>Time management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlines</li> <li>Work with a high degree of accuracy</li> <li>Work well under pressure</li> <li>Work flexibly</li> <li>Work without close supervision</li> <li>Work well both as part of a team and independently, demonstrating initiative</li> <li>Follow relevant policies, procedures and regulation to complete work</li> <li>Adapt quickly to changes to regulations and processes</li> <li>Deal with enquiries in a professional and sensitive manner</li> <li>Handle challenging conversations with confidence and sensitivity</li> <li>Work in a confidential manner and observe and adhere to data protection regulations – e.g. Data Protection Act 2018 and General Data Protection Regulation (GDPR)</li> <li>Aware of the Joint Council for Qualifications (JCQ) regulations or equivalent</li> <li>Aware of current developments in the secondary school curriculum and examination systems</li> <li>Commit to safeguarding and promoting the welfare of young people</li> <li>Undertake relevant training and development opportunities</li> </ul>	A/R A/T/I A/I A A/T A/I A/R A/I A/I A/I A/R A/I A A/I A/I A A A/I A