

Role Title: Assistant Exams Officer			
This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Person Specification	Essential	Desirable	Method of Assessment
Qualifications	<p>Minimum of Grade 4 or higher (A* to C) in GCSE English and Maths or equivalent</p> <p>Computer skills in all Microsoft Office suite including Word, Excel, and Outlook</p>		<p>Production of the applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<p>Experience in an administrative role</p> <p>Experience of organising meetings or events with complex schedules</p>	<p>Experience of working in an educational or similar environment</p> <p>Experience of working in training, exams or events management</p> <p>Supervisory experience</p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Skills	<p>Highly organised and able to work calmly, accurately, and effectively to fixed deadlines.</p> <p>Ability to plan effectively, prioritise and manage workload.</p> <p>Excellent interpersonal skills with the ability to effectively communicate verbally and in writing.</p> <p>Strong attention to detail and ability to read & interpret a volume of data</p> <p>Discretion and the ability to maintain confidentiality and deal with sensitive information with tact and diplomacy</p>	<p>Willingness to undertake training as appropriate.</p> <p>Flexibility and ability to adapt to departmental needs</p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

	<p>Reliable and responsible and able to work independently and within a team</p> <p>Confident and calm approach, resilience to cope with unexpected events during exams</p>		
Knowledge	<p>Commitment to understand and adhere to safeguarding procedures.</p> <p>Commitment to equal opportunities.</p>		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>