

### Person Specification - Examinations Officer

The Futures Trust and Stoke Park School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Assistant Headteacher with designated responsibility
<b>Grade</b>	Grade 5 pro rata salary is £19,608- £24,521 per annum
<b>Hours</b>	37 hours per week term time plus 3 weeks (41 weeks per year) of which 5 days must cover the results period in August
<b>Location</b>	Based at Stoke Park School with a requirement to travel to undertake work at or for schools within the Trust

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured By</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE's grade C or above in English, Maths and ICT or equivalent</li> <li>Full driving licence</li> </ul>	<ul style="list-style-type: none"> <li>Relevant qualification e.g Examination Officers' Association BTEC Level 2-Level 4 award.</li> </ul>	Application Form Certificates
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Highly organised; can prioritise and work well under pressure, meeting strict deadlines and exercising attention to detail</li> <li>Excellent communication skills: Able to communicate effectively both verbally and in writing with a range of audiences including students, parents, external bodies and colleagues</li> <li>Able to maintain the highest levels of confidentiality and data security</li> <li>Able to lead, manage, train, motivate and develop colleagues to deliver compliance and added value</li> <li>Able to quality assure the work of the Examinations Team, to monitor and measure standards and ensure compliance</li> </ul>		Application Form Interview Written test

<b>Skills and Abilities Continued</b>	<ul style="list-style-type: none"> <li>• Able to use ICT systems to ensure the efficient and effective running of the Examinations Service</li> <li>• Able to develop and implement efficient and effective systems</li> <li>• Able to plan for the efficient and effective use of available resources</li> <li>• Can methodically and accurately record, interpret, analyse and present written and numerical data in formats including spreadsheets and written reports for use in decision making</li> <li>• Good interpersonal skills and the ability to demonstrate tact and empathy when dealing with sensitive issues</li> <li>• Able to problem solve in response to queries from subject leaders, parents, students etc. and to be able to make informed decisions</li> <li>• Able to consistently produce high quality work</li> <li>• Able to contribute to the development and maintenance of policies and procedures</li> <li>• Able to be proactive and to work on own initiative</li> <li>• Able to maintain accurate and accessible electronic and hard copy filing systems</li> <li>• Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> </ul>		Application Form Interview Written test
---------------------------------------	---	--	---

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in an examinations role in an education setting</li> <li>• Handling and interpreting data and manipulating other statistical information</li> <li>• Preparing detailed reports based on statistical analysis and findings</li> <li>• Supervising and directing staff</li> <li>• Problem solving</li> <li>• Implementing and overseeing systems to ensure compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement in the recruitment of staff</li> <li>• Delivering induction / training to staff</li> <li>• Completing school DfE census returns</li> </ul>	Application Form Interview
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Up to date knowledge of national examinations practice and procedures, including of Joint Council for Qualifications (JCQ) regulations</li> <li>• The importance of adhering to policies, procedures and exam regulations</li> <li>• Good working knowledge of databases, spreadsheets and relevant software, including SIMS</li> <li>• Data protection and confidentiality</li> <li>• The importance of facilitating access arrangements for students with specific needs</li> </ul>		Application Form Interview Written test
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of the Trust:</li> </ul>		Application Form Interview

<b>Other Requirements Continued</b>	<p>Learners First, It's about Learning, No Barriers.</p> <ul style="list-style-type: none"> <li>• Able to work calmly under pressure and withstand stress</li> <li>• Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>		<p>Application Form Interview</p>
-------------------------------------	--	--	-----------------------------------

**Person specification reviewed by:** Natalie Rock, Headteacher  
**Date:** September 2020