

PERSON SPECIFICATION

Job Title:	Examination Officer	Salary: Grade 5 (pro rata to hours/weeks worked)
Location:	Whitley Academy	

	Essential Criteria
Education and Qualifications	<ul style="list-style-type: none"> A good general level of education with a minimum of 5 GCSEs at grade C or above (or equivalent) including English and Maths Willingness to undertake training to enhance professional development. Willingness to attend external Exam Board meetings
Knowledge and Understanding	<ul style="list-style-type: none"> Of computer applications Of personnel protocols Of the Joint Council for Qualifications (JCQ)
Skills and Abilities	<ul style="list-style-type: none"> In administrative and clerical procedures To manage and supervise a team To communicate effectively with teachers, staff, students, examination boards and other stakeholders in order to give and receive information and instruction Systematically process queries / enquiries / resolve difficulties Highly organised with a methodical approach to work Able to remain calm when working under pressure Use of Microsoft packages including the use of spreadsheets to record, manage and track information Manage workload to ensure deadlines are met Maintain records accurately and systematically To manage a budget
Experience	<ul style="list-style-type: none"> Of working in a pressurised environment Of leading a team (desirable) Of creating, establishing, reviewing and managing new procedures as necessary Of working in an educational environment (desirable) Of working in an environment of equal opportunity
Attitudes and Values	<ul style="list-style-type: none"> A genuine interest in young people Willingness to work with teaching staff and groups of students High expectations of personal performance and of students' success. Ability to adapt to different situations and show initiative. Commitment to one's own professional development. A belief that schools can make a positive difference to the lives of students.
SAFEGAURDING AND PROMOTING	<ul style="list-style-type: none"> The motivation to work with children and young people The ability to form and maintain appropriate relationships and personal boundaries with children and young people

THE WELFARE OF CHILDREN	
Other	This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service check will be required prior to appointment