

### PERSON SPECIFICATION

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

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

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