

BISHOP ULLATHORNE CATHOLIC SCHOOL



Person Specification

Job Title: Examination Administrator		Grade 3
Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none">Office procedures and practices.	<ul style="list-style-type: none">Examination proceduresSIMS
Skills and abilities	<ul style="list-style-type: none">To support the distinctive ethos of our Catholic School.To liaise and communicate effectively with staff, students and external agencies in order to give and receive information and instruction.Keyboard and ICT Skills.Ability to plan and prioritise own workloadsProblem solving skills.Ability to communicate effectively in writingAbility to prioritise own workload and work efficiently and confidently under pressure to meet deadlines.Ability to work to high levels of accuracy.Ability to adopt a flexible but organised approach to tasks.Ability to take the initiative.Ability to undertake further training, if required.	
Experience	<ul style="list-style-type: none">Working under pressure to strict deadlines.	<ul style="list-style-type: none">Working in a secondary school.Working with databases.
Educational	<ul style="list-style-type: none">Good standards of general education, including English and Mathematics to a good level G.C.S.E. or equivalent	

This school is committed to safeguarding and promoting welfare of children and young people and expect all staff and volunteers to share this commitment.