

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 procedures • SIMS
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 workloads • Problem solving skills. • Ability to communicate effectively in writing • Ability 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.