

**EXAMINATIONS OFFICER PERSON SPECIFICATION**

<b>Competency</b>	<b>Essential</b>	<b>Assessed</b>	<b>Desirable</b>	<b>Assessed</b>
<b>Attainments / Qualifications</b>	Good standard of formal education	A		
<b>Skills and Understanding</b>	<p>Excellent IT skills, including use of keyboard, Microsoft office, Word, Outlook and the internet.</p> <p>Excellent organisational skills, including keen attention to detail.</p> <p>Ability to work accurately and effectively.</p> <p>Ability to prioritise workload, work efficiently and meet deadlines.</p> <p>Ability to work within guidelines and ensure full compliance with standards for public examinations.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>		
<b>Prior Experience</b>	<p>Experience of working in an environment where experiences include taking initiative and self-motivation.</p> <p>Experience of working as a member of a team.</p>	<p>A</p> <p>A</p>	<p>Experience of working in a Higher Education and/or School environment.</p> <p>Experience working as an examinations officer</p>	<p>A</p> <p>A</p>
<b>Behavioural Characteristics</b>	<p>Commitment to working with integrity, openness and honesty.</p> <p>Reliability.</p> <p>Have a flexible approach to</p>	<p>A/I</p> <p>A/I</p>		

	<p>working hours.</p> <p>Be sympathetic to the needs of others</p> <p>Commitment to safeguarding and promoting the welfare of children.</p> <p>Commitment to equal opportunities.</p> <p>Commitment to continuous professional development</p>	<p>A/I</p> <p>A/I</p> <p>I</p> <p>I</p> <p>A/I</p>		
<b>Special Requirements</b>	Be able to adapt working pattern to meet the school's needs during periods of examinations and results.	I		

**Assessment Key:**

A – Application Form

I - Interview