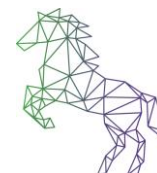




Examinations Officer Person Specification

Essential	Desirable
Qualities	
<ul style="list-style-type: none"> • Honesty • Integrity • Calmness under pressure • Interact with others in a positive way • Flexibility (to work with and support other teams at quiet times of the year for exams) • Work with a high degree of accuracy • Work without close supervision • Work well both as part of a team and independently, demonstrating initiative to suggest ideas to make improvements) • Effective interpersonal skills working with a range of internal and external stakeholders 	
Experience	
<ul style="list-style-type: none"> • Working in an administration environment • Managing own workload • Completing tasks to deadlines • Working on several different projects/areas at the same time • Dealing with confidential matters • Using online tools • Working with databases and managing data input 	<ul style="list-style-type: none"> • Working in a school/college environment • Managing the examination process within an educational setting • Complying with the requirements of regulatory bodies • Advising senior leadership teams • Managing staff • Using a management information system (MIS) within an educational setting or equivalent
Knowledge, skills and abilities	
<ul style="list-style-type: none"> • Communicate clearly and concisely both orally and in writing • High standard of verbal and written communication skills • Proficient in the use of a range of IT software packages • Analyse data 	<ul style="list-style-type: none"> • Manage and maintain the integrity and confidentiality of the exams system • Aware of the Joint Council for Qualifications (JCQ) regulations or equivalent • Aware of current developments in the secondary school/college curriculum and



<ul style="list-style-type: none"> • Time management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlines • Follow relevant policies, procedures and regulation to complete work • Adapt quickly to changes to regulations and processes • Deal with enquiries in a professional and sensitive manner • Work in a confidential manner and observe and adhere to data protection regulations – e.g. Data Protection Act 2018 and General Data Protection Regulation (GDPR) 	<p>examination systems</p> <ul style="list-style-type: none"> • Aware of qualifications contributing to performance tables (school and/or college performance measures) • Undertake relevant training and development opportunities
<p>Child protection and safeguarding</p>	
<ul style="list-style-type: none"> • Commit to safeguarding and promoting the welfare of young people • Understand that your employment cannot commence until we carry out all necessary checks: <ul style="list-style-type: none"> ○ Minimum of 2 satisfactory references where we question your suitability for working with children ○ Barred list check ○ Clear enhanced DBS check ○ Consideration of any criminal conviction disclosures. Please see the following link for more details: http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf 	