



## Person Specification Examinations Officer

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> <li>Educated to at least A level standard</li> <li>GCSE/GCE 'O' level grade C or above in literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience (or formal training and experience)</li> </ul>	Application form, letter & references
Skills & Knowledge	<ul style="list-style-type: none"> <li>Can use initiative, within recognised procedures.</li> <li>Can deal with unexpected problems/situations, though has access to manager/supervisor for advice on unusual or difficult problems</li> <li>Good organisational skills</li> <li>Can respond to varied problems or develop solutions.</li> <li>Applies ideas/concepts created by others</li> <li>Able to use all office equipment and has knowledge of administrative and word processing software packages</li> </ul>		Letter, references & selection process
Personal qualities and skills	<ul style="list-style-type: none"> <li>Enthusiastic, sensitive, flexible, hard working with a sense of humour and ability to remain calm</li> <li>High level skills of communication, time management and prioritisation</li> <li>Ability to keep confidences</li> <li>Excellent interpersonal skills and organisational skills</li> <li>Ability to support and challenge</li> <li>Ability to inspire, motivate and influence others</li> </ul>	<ul style="list-style-type: none"> <li>Ability to ask for help if required</li> <li>Concern for the welfare of the school community</li> </ul>	Letter, references & selection process
Special Requirements	<ul style="list-style-type: none"> <li>Excellent punctuality and attendance record</li> <li>Willingness to participate in the extracurricular life of the school</li> </ul>		References & selection process