


Person Specification for the post of Exams Officer
November 2019

		Essential	Desirable	Measured by A – Application Form R – References LO - Lesson Observation I - Interview P - Presentation
1. Qualifications	<ul style="list-style-type: none"> • Good standard of education to evidence good numeracy and literacy • Level 3 qualification in a relevant field e.g. administration 	✓ ✓		A A
2. Faith Commitment	<ul style="list-style-type: none"> • Sympathetic to the ethos of a Catholic School • Practising Catholic 	✓	✓	A/R A/R
3. Skills and Experience	<ul style="list-style-type: none"> • Experience of working in an administration role • Experience of supervising others • Experience of exam invigilation • Supervisory skills • Ability to use initiative and make decisions • An understanding of Confidentiality and the link to the examination • Competent in the use of ICT • Ability to work accurately and to deadlines • Analytical and report writing skills • Excellent communication, planning and organisational skills 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		A/R/I A/R/I A/R/I A/R/I A/R/I A/R/I A/R/I A/R/I A/R/I A/R/I
4. Professional Knowledge and Understanding of	<ul style="list-style-type: none"> • Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations • Knowledge of invigilation procedures 	✓ ✓		A/R/I A/R/I
6. Personal Qualities	<ul style="list-style-type: none"> • Personal presence, enthusiasm and self-confidence • Ability to find solutions • Energy, drive and stamina • Good attendance • Integrity and sense of fair play • Clear thinker 	✓ ✓ ✓ ✓ ✓ ✓		R/A/I R/A/I R/A/I R/A/I R/A/I R/A/I



The English Martyrs School and Sixth Form College