

LITTLE HEATH SCHOOL

Reading, Berkshire



PERSON SPECIFICATION

Job Title: Examinations Officer

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none">• Educated to GCSE level, including English and Mathematics• Computer literate in Microsoft Office packages (especially Excel) and Exams Organiser• To be able to speak fluent English to an appropriate standard	<ul style="list-style-type: none">• Formal training accreditation in MIS packages such as Assessment Manager• WBC training accreditation for specific MIS packages• Formal safeguarding training to Level 1 or higher• First aid qualification
Previous experience	<ul style="list-style-type: none">• Experience of working with young people in an educational setting• Experience of using MIS software packages including Assessment Manager• Experience of administrative support work, ideally in an education environment	<ul style="list-style-type: none">• Experience of working in examinations teams within schools• Experience of supporting senior management• Experience of leading large and diverse teams
Skills, knowledge and understanding	<ul style="list-style-type: none">• Ability to communicate effectively with children, parents and other staff• Computer literate, including Microsoft Office packages• Strong numeracy skills• Good planning and organisational skills• Methodical and diligent approach to data management	<ul style="list-style-type: none">• Higher competence in ICT as a tool for educational transformation.• Ability to train other support staff on MIS packages.• Knowledge of national policy in relation to examinations, included concessions for students
Leadership and management	<ul style="list-style-type: none">• The ability to develop strong working relationships with students and staff, and with staff from outside agencies• Willingness to work as part of a team• Ability to lead other people and to delegate effectively• Ability to rise to challenges and to find workable solutions	<ul style="list-style-type: none">• Evidence of commitment to continued professional development and training
Personal qualities	<ul style="list-style-type: none">• A commitment to ensuring that every student achieves their potential• Patient, calm and resilient• Professional attitude to work, especially when representing the school• Suitability to work with children, including relevant DBS checks	<ul style="list-style-type: none">• Ability to work under pressure• Flexibility and ability to use their own initiative• Ability to plan ahead and manage time effectively