



The English Martyrs School and Sixth Form College

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

