

# LITTLE HEATH SCHOOL

Reading, Berkshire



## PERSON SPECIFICATION

**Job Title:** Examinations Officer

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