

HAYDON SCHOOL
PERSON SPECIFICATION – EXAMS OFFICER

Attributes	Essential / Desirable	How Identified
<u>Qualifications</u>		
Degree	Desirable	Certificate / Application
At least five GCSE Grade C, English, Maths or equivalent or a Vocational qualification;	Essential	Certificate / Application
Excellent communication and numeric skills	Essential	Application / Interview
<u>Experience and associated skills</u>		
Experience of working with people in a variety of contexts	Essential	Reference / Interview
Experience of using databases and various software packages	Essential	Application / Interview
Very confident with Word and Excel	Essential	Application / Interview
Confidentiality	Essential	Application / Interview
Administration experience	Essential	Application / Interview
<u>Other relevant experience and training</u>		
Ability to demonstrate a willingness to improve own practices and methodologies	Essential	Application/ Interview
<u>Personal skills and specialist knowledge</u>		
Good record of health, attendance and punctuality	Essential	Interview/Reference
Ability to motivate staff to develop and improve existing practice	Essential	Interview/Reference
Ability to communicate effectively with internal and external stakeholders	Essential	Interview/Reference
Confident about ability to use a variety of computer software packages e.g. SIMs Assessment Manager, timetabling, SIMs.Net, Exams MIS and willing to learn more about these	Essential	Application / Interview
Ability to manage working time effectively and to develop professionally	Essential	Application / Interview
Organisational skills	Essential	Application / Interview
Solution focused, can do attitude		

DATE – APRIL 2022