



ST. JOAN OF ARC Catholic School

PERSON SPECIFICATION

EXAMS OFFICER

	ESSENTIAL	DESIRABLE
Qualifications	Good standard of general education to A Level	Degree/further education qualifications
Previous Work	Experience of exams administration and supervision Ability to solve problems: analyse requirements, make good judgements, identify errors and offer practical solutions	Experience of working in a school setting Ability to use a MIS database
Professional Skills & Experience	Good IT skills- confident in the use of Excel & Word Excellent communication and interpersonal skills – written and oral Effective administration and organisational skills Ability to liaise with teaching staff to ensure effective delivery of exams Ability to gain respect of pupils through manner of confidence and authority	
People Management Skills	Able to recruit, lead, supervise and motivate a team of invigilators	
Other Personal Qualities	Self-motivated, committed, energetic and enthusiastic Ability to work in a busy environment and under time pressure Ability to organise one's time, to prioritise and to meet deadlines Ability to deal with conflicting demands and to work flexibly Capacity to remain calm and to cope with the unexpected Ability to maintain absolute confidentiality Punctual, responsible and reliable Willing to undertake training to keep up-to-date with developments and good practice	

