

Person specification form		
Job title: Exams Officer	Grade: 6	
Directorate: Children and Young People	Post number: 1	
Establishment or team: St Mary's Catholic High School		
Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R) or other (give details)
Qualifications Minimum of 5 GCSEs Grade C or above in English and Maths or equivalent	E	AF, I
Experience		
Can demonstrate in the current role, the capacity to work effectively with a range of people at a professional level	E	AF, I, R
Previous experience in a similar role	D	AF, I, R
Excellent working knowledge of Microsoft Office packages including Outlook, Word, Excel and PowerPoint with excellent keyboard skills	E	AF, I, T
Excellent working knowledge of SIMS, Class Charts, Excel, DfE and other Awarding Bodies Platforms	E	AF, I, T
Able to use the internet effectively and efficiently	E	AF, I
Has a basic knowledge of how schools are organised and managed	E	AF, I, R
Knowledge, skills and abilities		
Be of smart appearance	E	I
Be approachable and have excellent communication skills	E	AF, I
Ability to be highly organised in yourself and your work	E	AF, R
Is able to work independently and autonomously as well as within a team	E	AF, R
Can maintain issues of confidentiality and data protection in the working environment	E	AF, I
Has initiative and can work independently	E	AF, I
The ability to manage your time effectively ensuring punctuality and prioritisation of work.	E	AF, I
Has an understanding of when to consult, make decisions and defer to others	E	AF, I
Is prepared to undertake professional training necessary to carry out the role effectively	E	AF, I
Other (including special requirements)		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Commitment to sustaining regular attendance at work	E	R
Prepared by: Chloe Deane	Date: May 2023	

Note: We will always consider your references before confirming a job offer in writing.