

THE POST: SENIOR EXAMS ADMINISTRATOR

PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Educated to at least 5 GCSEs	√	
EXPERIENCE		
Experience of school information management system		√
Experience of working with students and parents		√
Experience of working in a school or college environment and knowledge of examinations		√
KNOWLEDGE AND SKILLS		
Ability to build and form good relations with colleagues, other professionals and students/parents/carers	√	
Outstanding communication skills, both verbal and written	√	
Ability to work independently and use initiative but also able to work constructively as part of a team	√	
Excellent literacy and numeracy skills	√	
Very effective ICT skills with experience of using databases	√	
Ability and a commitment to work flexibly and to respond to unplanned situations	√	
Ability to plan effectively to meet deadlines and working flexibly to achieve these as required.	√	
Ability to comply with data protection regulations (GDPR).	√	
PERSONAL QUALITIES		
Ability to deal confidentially, impartially and appropriately with situations	√	
Good interpersonal skills and the ability to establish rapport with professional colleagues, students and parents	√	
Efficient and meticulous in organisation, with an eye for detail.	√	
Evidence of exemplary attendance and punctuality	√	
Ability to work additional hours as required	√	
Commitment to the highest standards of child protection	√	
Recognition of the importance of personal responsibility for Health and Safety	√	
Commitment to the school's ethos, aims and its whole community	√	
A high level of physical fitness to enable mobility across a large school campus and deal with moving and handling of exam scripts.	√	