# **GREAT OAKS SMALL SCHOOL**

# **Exams Officer Person Specification**

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| CRITERIA | QUALITIES |
| **Qualifications** **and training** | * Degree desirable but not essential
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| **Experience** | * Work in a school/college or administration environment
* Managing the administration of examinations
* Work with confidential and/or sensitive materials
* Managing other members of staff, such as invigilators
* Managing time and workload to meet deadlines
* Using a management information system (MIS)
* Working with data sets
* Working with awarding bodies and regulatory organisations, e.g. JCQ
* Complying with statutory regulations set by external bodies
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| **Skills and knowledge** | * High standard of communication (verbal and written)
* Polite and effective interpersonal skills
* Competent with common IT systems, e.g. Microsoft Office, MIS
* Data analysis
* Time management and planning
* Ability to work flexibly and quickly under pressure
* Ability to work across multiple projects and deadlines
* Ability to follow policies and procedures set by the school and external agencies
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| **Personal qualities** | * Organised
* Ability to keep calm under pressure
* Ability to work well in a team, and independently
* Ability to be flexible and adaptable
* Transparency, Integrity, empathy, humility
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***Great Oaks Small School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for Children.***

***Great Oaks Small School recognises diversity and welcomes applications from anyone with relevant qualifications and knowledge***.

November 2023