

The Folkestone School for Girls
Person Specification
Examinations Officer

All person specifications are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

We are looking for a person who has the following skills, qualities, or attributes:

Qualifications:	<p><u>Essential</u></p> <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Experience in managing a team of invigilators and other staff involved in the exam process is beneficial.
Experience:	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Experience working within a school environment, particularly in an administrative or examination-related role. • Managing own workload • Completing tasks to deadlines • Working on several different projects/areas at the same time • Dealing with confidential matters • Using online tools • Working with databases and managing data input <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Managing the examination process within an educational setting • Complying with the requirements of regulatory bodies • Experience in supporting students with special educational needs (SEN) and applying for special arrangements is valuable. • Experience in Data Analysis: • Experience in analysing examination data and providing reports. • Experience in training and developing staff, such as invigilators.
Knowledge and Understanding:	<p><u>Essential</u></p> <ul style="list-style-type: none"> • A thorough understanding of Joint Council for Qualifications (JCQ) regulations or equivalent. • A good understanding of relevant IT systems, including MIS (Management Information System) and exam administration software. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Aware of current developments in the secondary school curriculum and examinations systems. • Undertake relevant training and development opportunities

Skills and Disposition	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Excellent organizational and planning skills are crucial for managing the complex logistics of examinations, including managing entries, timetables, invigilators, and exam rooms. • Strong verbal and written communication skills are essential for interacting with students, teachers, parents, and external bodies, such as exam boards. • The ability to identify and resolve problems quickly and effectively is essential, especially when unexpected issues arise during the exam period. • The ability to prioritize tasks, meet deadlines, and manage workload effectively is crucial, given the demanding nature of the role. • Ability to analyse and interpret data effectively and act upon the information. • Ability to work within a team and manage a team. • Ability to motivate and lead students and staff. • A willingness to engage in cross-school support.
Personal Qualities	<p><u>Essential</u></p> <ul style="list-style-type: none"> • The ability to remain calm and focused under pressure, especially during the exam period, is vital. • A high degree of accuracy and attention to detail is required to ensure the smooth and accurate running of examinations. • Positive and optimistic approach to change and indeed to everything we do. • Commitment to the wider school community, to children and a willingness to go the extra mile. • A passion and commitment to an ethos of high expectations, personal fulfilment and academic success. • A passion and commitment to our ethos and to the power of education and the power of confidence. • Presence, kindness and approachability. • Sense of humour and resilience. • Commitment to always giving your all and doing your best because our girls deserve nothing less; one childhood, one chance. • Commitment to always giving your all and doing your best because our aim is to be the best school in the world; nothing less.