

PERSON SPECIFICATION

Section: ADMINISTRATION	Reports to: BUSINESS MANAGER
Job Title: EXAM OFFICER/SENIOR ADMINISTRATOR	Grade/Salary Range: NJC Grade 5 SCP 12-17
Working Pattern: 37 hours per week	Weeks per annum: 41

Factors	Essential	Desirable	Assessment Method
Qualifications	<p>A relevant management/business or related professional qualification such as NVQ 4 (or equivalent) in Business Administration such as DSBM.</p> <p>Good standard of education (minimum 5 GCSEs above grade C including English and Maths).</p>	<p>Degree.</p> <p>Institute of Administrative Management membership</p>	<p>Certificates at interview</p>
Training	<p>Evidence of Continuing Professional Development.</p>	<p>Clait.</p> <p>Sims.</p>	<p>Application Form</p> <p>Interview</p>
Experience	<p>Exam Officer</p> <p>Experience of managing staff within an office environment.</p> <p>Able to work with a variety of tasks. Intellectual approach to improving set procedures.</p> <p>Ability to make decisions.</p>	<p>Experience of working in a school office environment.</p> <p>Experience of working in Finance, human resources or project management.</p> <p>Experience of maintaining and developing databases.</p> <p>Experience of customer service.</p>	<p>Application Form</p> <p>Interview</p>
Knowledge and Skills	<p>A high degree of personal, interpersonal, organisational, communication and administrative skills including initiative, diplomacy, influencing, discretion and a professional approach.</p>	<p>Ability to work with school management information systems e.g. Sims.</p>	<p>Application Form</p> <p>Interview</p>

	<p>IT literate – ability to work with all Microsoft packages.</p> <p>Flexible and adaptable and communicate well with the whole school community and all those who interact with us.</p> <p>Excellent written and verbal communication skills.</p> <p>Self-motivated and able to complete tasks despite daily distraction.</p> <p>Ability to solve problems within area of work.</p> <p>Good time management and ability to prioritise.</p>	<p>Emotional resilience in working with challenging behaviours.</p>	
Personal Qualities	<p>High degree of professional autonomy.</p> <p>Committed to equality of opportunity.</p> <p>Understands and gets on well with all types of people and able to win their trust and respect.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Accurate and pays attention to detail and maintains accurate records.</p> <p>Ethical, fair, enthusiastic, observant, assertive and operates with integrity.</p> <p>Operates with patience and tact. Smart and professional in appearance.</p>	<p>Shares vision of learning. Shares knowledge with others and supports their development.</p> <p>Understanding of promoting positive relationships within the wider school community.</p>	<p>Application Form</p> <p>Interview</p>
Other	<p>Willingness to challenge oneself to continually improve performance.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children in accordance with safeguarding practices.</p>	<p>Constantly developing relationships with school stakeholders: students, staff, governors, LA, parents & community to improve the learning environment.</p>	<p>Application Form</p> <p>Interview</p>

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Signature:
Line Manager

Date:

Signature:
Job Holder

Date: