

**CLEEVE PARK SCHOOL
PERSON SPECIFICATION**

EXAMINATION OFFICER

Criterion	Essential	Desirable
General Background	<p>An educational and/or career background that is appropriate for the post.</p> <p>Career experience that can be seen to have provided relevant preparation for this post.</p>	<p>It is desirable that you are able to demonstrate experience in a range of the key areas of responsibility associated with the post.</p> <p>Experience of working in an educational environment.</p>
Job Related Skills, Knowledge & Understanding	<p>Evidence of a sufficient range of skills to meet the operational requirements of the post.</p> <p>High level of organisational skills</p>	<p>Experience, skills, knowledge & understanding relating to school examinations</p> <p>Knowledge of SIMS or similar management information system</p>
Technical Skills	<p>Evidence of excellent data management and handling skills</p> <p>Good information technology skills. Experience of working effectively with computerised data systems and software packages.</p> <p>Ability to assimilate technical and other information</p> <p>Willing and able to undertake training to work with any computer applications used in connection with the duties of the post with which you are not familiar.</p>	
Analytical Skills	<p>Evidence of problem solving ability and able to follow a problem through to identify and put in place a solution</p>	
Communication Skills	<p>High standard of communication & interpersonal skills. Ability to communicate and work effectively with staff at all levels.</p> <p>Good literacy skills for written communication.</p>	
Management Skills	<p>Task management skills, able to manage & organise your time; able to work independently on your own initiative.</p>	<p>Experience of developing staff and supervising a team of people</p>

	Understanding and awareness of the need for sensitivity and confidentiality when dealing with school matters.	
Personal Qualities	<p>Good team player; a meticulous, energetic, friendly personality with a good sense of humour.</p> <p>High level of attention to detail and the ability to build controls and checks into procedures.</p> <p>Able to remain calm and work under pressure.</p> <p>Autonomy - able to work on own initiative, take responsibility & show adaptability & enterprise.</p> <p>Willing and able to maintain a formal and professional appearance and a high standard of conduct at all times.</p>	Evidence of having worked in contexts that involve young people.