

PERSON SPECIFICATION – Exams Officer

Criteria	Essential	Desirable
Qualifications	General level of education to A Level/Level 3	Relevant administrative qualification
	Evidence of participation in appropriate training and development	
Experience/ Knowledge	Evidence of successfully working in an administrative capacity in a customer-focused environment	Successful experience of examinations administration
	Knowledge and understanding of administrative processes and procedures	Knowledge and understanding of examination procedures
Skills/ Competencies	Ability to write clear and concise procedures, reports and correspondence and to summarise complex information clearly and accurately	
	Ability to work under pressure to deadlines	
	Good organisational and time management skills	
	Excellent IT skills with the ability to use a range of software	
	Ability to work to a high standard of accuracy and attention to detail	
	Calm, flexible and reliable	
Personal Attributes	Commitment to educational values	
	Commitment to the provision of a high quality, student-centred service	
	Ability to travel between College sites	
	High level of personal integrity and confidentiality	
	Ability to work effectively as a team member	
	Ability to work flexibly to meet changing needs	
	Commitment to own learning and development	
	Commitment to understand and promote equality of opportunity	
	Commitment to understand and promote safeguarding	
	Pro-active approach to work and problem solving, and the ability to spot and deal with issues as they occur.	
	Good record of attendance and punctuality	
	Appropriate professional appearance	
	Ability to work on a rota basis to cover service requirements including some evenings and occasional weekend working.	

It is recognised that many capable people will not have all the experience and qualifications listed above. You are encouraged to apply if you feel that you can demonstrate the potential to contribute to the College's future success.