

PERSON SPECIFICATION – SENIOR EXAM OFFICER

Criteria	Essential	Desirable
<b>Qualifications</b>	General level of education to Level 3	Educated to Degree level / Level 6
	Evidence of participation in appropriate training and development	Attended relevant Exam officer training and/or completed online modules
<b>Experience/ Knowledge</b>	A minimum of one year experience in an examinations team including use of ProSolution MIS system and scheduling invigilators	Experience of processing access arrangements
	Knowledge and understanding of examination procedures and JCQ Requirements	Experience of dealing with special consideration applications
	Successful experience of running multiple exam series and adhering to strict regulatory deadlines	
<b>Skills/ Competencies</b>	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	
	Excellent organisational and time management skills	
	Advanced IT skills with the ability to use a range of software	
	Calm, flexible and reliable	
	Be able to demonstrate a high level of customer service skills and behaviours	
<b>Personal Attributes</b>	Commitment to the provision of a high quality, student-centred service	
	High level of personal integrity and confidentiality	
	Ability to work effectively independently and as part of a team	
	Ability to work flexibly to meet changing needs and work across sites as and when required	
	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.	
	Excellent record of attendance and punctuality	
	Appropriate professional appearance	
Ability to work on a rota basis to cover service requirements including early mornings and evenings to meet the needs of the business		
<p><i>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.</i></p>		