



### Candidate Specification- Examination Officer Post

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to GCSE with C grade or equivalent in English or Welsh first language and Mathematics (F)</li> </ul>	<ul style="list-style-type: none"> <li>Vocational qualifications relating to an office environment(F)</li> <li>Evidence of continuing professional development (F)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working knowledge of MS Office (Word/Outlook/Excel) (F/I)</li> <li>Relevant experience in data handling (F/I/R)</li> </ul>	<ul style="list-style-type: none"> <li>Working in an educational environment. (F/I/R)</li> <li>Experience of managing an examination programme and correspondence with awarding bodies (F/I/R)</li> <li>Working knowledge of SIMS (F/I/R)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to take responsibility and work with autonomy within set boundaries. (F/I/R)</li> <li>Excellent communication skills (written and verbal) (F/I/R)</li> <li>Excellent organisational and planning skills including the ability to be flexible in order to achieve targets. (F/I/R)</li> <li>Ability to form good working relationships with colleagues and external bodies. (I/R)</li> <li>Enthusiastic, innovative and forward-looking. (F/I)</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work with a diverse team of staff. (F/I/R)</li> <li>Sense of humour. (I)</li> <li>Ability to work to professional standards, to develop effective working relationships, think independently and make judgements and to influence others through persuasion/ discussion (F/I/R)</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to manage and disseminate information in a range of different media (F/I)</li> <li>• Excellent attendance record (F/R)</li> </ul>	
--	--	--

**Evidence assessed from: Application form (F): Interview (I): References (R)**