

**Person Specification (minimum criteria)**



**E = Essential**

**D = Desirable but not essential**

|  | <b>E</b> | <b>D</b> | Method of Assessment         |
|--|----------|----------|------------------------------|
| <b>Education/Training</b>  |          |          |                              |
| Educated to a minimum of 'A' level standard or equivalent  | ✓        |          | Application Form Certificate |
| Professional qualification in planning and administering external exams or equivalent  |          | ✓        | Application Form Interview   |
| Membership of Professional organisation eg National Association of Exams Officers (NAEO)                                       |          | ✓        | Application Form Interview   |
| <b>Experience, knowledge &amp; Background</b>  |          |          |                              |
| Minimum of 2 years successful experience of working in an examinations environment   | ✓        |          | Application Form             |
| Experience of use of exams databases and information systems   | ✓        |          | Application Form             |
| Knowledge of post-16 qualifications including A level and BTEC programmes  | ✓        |          | Application Form             |
| Experience of data retrieval and manipulation  |          | ✓        | Application Form             |
| Experience of managing/appraising staff  |          | ✓        | Application Form             |
| Experience/ability to manage budgets and resources   |          | ✓        | Application Form             |
| <b>Qualities/Skills</b>  |          |          |                              |
| Excellent organisational skills and ability to prioritise own workload and that of others to meet externally imposed deadlines | ✓        |          | Application Form Interview   |
| Methodical, systematic approach to work requiring care and attention to detail   | ✓        |          | Application Form Interview   |
| Ability to work calmly under pressure  | ✓        |          | Application Form Interview   |
| Ability to work on own initiative and to delegate duties   | ✓        |          | Application Form Interview   |
| Willingness and ability to be flexible in working patterns to meet peak demands  | ✓        |          | Application Form Interview   |
| Effective communication skills (written and spoken)  | ✓        |          | Application Form Interview   |
| Commitment to the interest of students and the development of the provision  | ✓        |          | Application Form Interview   |
| Commitment to personal development   | ✓        |          | Application Form Interview   |

|  |   |  |                            |
|--|---|--|----------------------------|
| Willing to undertake other duties within the college and work as part of a bigger team | ✓ |  | Application Form Interview |
| Excellent ability to use Microsoft Word, Outlook and Excel in an office environment    | ✓ |  | Application Form Interview |
| Sensitivity to the ethos of the College  | ✓ |  | Application Form Interview |

|                                 |              |
|---------------------------------|--------------|
| <b>Name of the Post holder:</b> |              |
| <b>Sign:</b>                    | <b>Date:</b> |
|                                 |              |
| <b>Name of Line Manager:</b>    |              |
| <b>Sign:</b>                    | <b>Date:</b> |