

Person Specification		
Job title: Examinations Officer	Grade: E	
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application (A), interview (I)
Qualifications		
English and maths GCSE or equivalent at grade C or above	E	A
Degree or equivalent qualification	D	A
Experience		
Working in an administration environment	E	A
Managing the examination process within an educational setting	E/D	A
Communicating with personnel at all levels	E	I
Leading and guiding support staff	E/D	A
Completing tasks to deadlines	E	A/I
Dealing with confidential matters	E	I
Using a management information system (MIS)	D	A/I
Using online software/tools	D	A
Working with databases and managing data input	D	A/I
Complying with the requirements of regulatory bodies	E	I
Knowledge, skills and abilities		
Manage and maintain the integrity and confidentiality of the exams system	D/E	A/I
Communicate clearly and concisely both verbally and in writing	E	I
Interact with others in a positive way	D	I
Analyse data	D	A/I
Time and planning skills to prioritise workload to meet deadlines	E	A/I
Work with a high degree of accuracy	E	A/I
Work well under pressure and deliver within timescales	E	A/I
Work without close supervision	E	A/I
Follow relevant policies, procedures and regulation to complete work	D	A/I
Adapt quickly to changes to regulations and processes	E	A/I
Deal with enquiries in a professional and sensitive manner	E	I
Handle challenging conversations with confidence and sensitivity	E	I
Work in a confidential manner and observe and adhere to GDPR	E	I
Aware of the Joint Council for Qualifications (JCQ) regulations	D	I
Aware of current developments in the examination	D	I
Aware of qualifications contributing to performance tables	D	I
Commit to safeguarding and promoting the welfare of young people	E	I
Undertake relevant training and development opportunities	E	I
Other qualities		
Commitment to sustaining regular attendance at work	E	I
Work with honesty, integrity and calmness	E	I
Commitment to equality and diversity	E	I
Reviewed January 2025		