



**Person Specification**

**Post:** Examinations Officer AAAE5182

**Salary Scale:** Grade 8, Cheshire East Council NJC Pay Structure

<b>Essential</b>	
Qualifications	Education to at least A level A qualification in English and Mathematics equivalent to at least GCSE grade 4 or above
Knowledge & experience	Microsoft Office Suite <ul style="list-style-type: none"> <li>• Excel</li> <li>• Word</li> </ul>
	Knowledge of examination system and examination board requirements
	Knowledge of examination board regulations and DfE reporting requirements
	Administrative experience including some budget management
	Awareness of data protection legislation (GDPR)
Skills	Organisational, office administration, secretarial and supervisory skills.
	Good communications skills both face to face and over the telephone
	Problem solving: prompt response to visitors, telephone calls and other interruptions
	Flexibility/ adaptability to move from one task to another at short notice and to deal with interruptions
	The ability to communicate effectively with teachers, support staff, students and parents.
	A good telephone manner
Aptitudes	Ability to learn quickly
	Accurate
	Logical thinker
	Capacity to take initiative
	Efficient
	Integrity when dealing with sensitive information

	The ability to work under pressure and to meet deadlines
	Rigorous professionalism in everything, accepting nothing but the best in a culture of excellence
Attitudes	Good working relationships with colleagues
	Ability and suitability to safeguard and promote the welfare of children
	A good attendance record and the stamina required to cope with the demands of the post
	A commitment to ongoing personal development.

<b>Desirable</b>	
Qualifications	Education to university degree level
Knowledge & experience	Management Information System software <ul style="list-style-type: none"> <li>• SIMS</li> </ul>
Skills	Data entry, import and export using a range of data analysis tools
	Knowledge or experience of working within a school setting.
	Statistical manipulation and representation of data in Microsoft Excel.