



Examinations Officer Person Specification

This person specification outlines the attributes that a candidate will need to have in order to undertake the roles and responsibilities of the **Examinations Officer** post to the high standard required. When you complete the application form please illustrate that you have the capacity to undertake the roles described in the job description by giving examples of your achievements to date and describe how you have demonstrated that you have the qualities listed.

	Essential qualities	Desirable qualities
Experience and Knowledge	<ul style="list-style-type: none"> ■ Knowledge of JCQ regulations and awarding body requirements, or willingness to undertake training. ■ Familiarity with handling confidential data in line with GDPR and safeguarding requirements. 	<ul style="list-style-type: none"> ■ Previous experience of working as an Examinations Officer or in an exams-related administrative role. ■ Experience of working in a school or education environment. ■ Understanding of access arrangements and SEND considerations. ■ Experience of managing and training staff, such as invigilators. ■ Experience of using Bromcom.
Skills	<ul style="list-style-type: none"> ■ Strong organisational and administrative skills, with a high level of accuracy and attention to detail. ■ Ability to prioritise tasks and meet strict deadlines, particularly during peak examination periods. ■ Strong IT skills. including the use of Excel. ■ Effective written and verbal communication skills, with the ability to liaise confidently with staff, students, parents/carers, and external agencies. ■ Good standard of numeracy. 	<ul style="list-style-type: none"> ■ Ability to train and support colleagues.
Personal characteristics	<ul style="list-style-type: none"> ■ High level of integrity, reliability, and discretion when handling sensitive and confidential information. ■ Ability to work independently and take initiative, while also being an effective member of a team. ■ Calm, flexible, and adaptable approach, especially under pressure. ■ Commitment to upholding the school's ethos, values, and safeguarding responsibilities. ■ Commitment to professional development and willingness to undertake relevant training. ■ A problem-solving mindset, with the ability to evaluate and improve processes. 	<ul style="list-style-type: none"> ■ Evidence of recent self-development

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