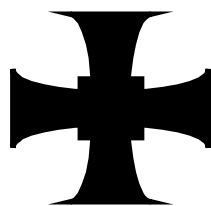


# Trinity School, Carlisle



## Person Specification

POST TITLE: Examinations Officer

	ESSENTIAL	DESIRABLE
Qualifications	5 GCSE's (A* – C) including Maths and English <b>OR</b> equivalent experience in a similar work environment	Relevant Degree
Experience	Experience of examination administration, organisation, procedures and processes Experience of working with data handling systems Experience of compliance with the requirements of regulatory bodies	Previous experience in a school environment
Knowledge	A working knowledge of Microsoft Office packages and how to use the internet and access information An understanding of how to handle sensitive data of a confidential nature	Knowledge of DfE school performance measures
Skills	Excellent numeracy and literacy skills Ability to communicate well with people at all levels and external agencies Excellent organisation and time management skills Ability to work to strict deadlines Ability to work on own and prioritise own workload Ability to remain calm under pressure Able to multi-task Ability to work as part of a team	Experience of working with young people and parents

	<p>Accurate in working practices</p> <p>Able to problem solve</p> <p>Attention to detail/accuracy</p> <p>Imaginative and innovative</p> <p>Confident</p> <p>Good supervisory skills</p> <p>Flexible approach to working arrangements in line with the duties of the post</p>	
<p>Special Circumstances</p>	<p>Enactment of Health and safety requirements and initiatives as appropriate</p> <p>To have due regard for safeguarding and promoting the welfare of young people, and to follow the child protection procedures</p> <p>Be aware of responsibilities under the Data Protection Act for the security, accuracy and relevance of information held and maintained</p> <p>Treating all information acquired through your employment, both formally and informally, in strict confidence</p> <p>Any other duties of an appropriate level and nature will also be required.</p>	