**EXAMINATIONS OFFICER**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential / Desirable** | **Method of Assessment** |
| **Qualification** | | |
| A good standard of general education to at least NVQ level 3, including English and Maths at L2 | E | Application Form and/or Certificates |
| **Knowledge and Experience** | | |
| Experience of operating a management information system relating to examinations data | E | Application Form / Assessment Centre |
| Knowledge of awarding bodies and their systems and procedures | E | Application Form / Assessment Centre |
| Experience of planning and staging examinations | E | Assessment Centre |
| Experience of ICT systems including Microsoft Outlook, Word, and Excel | E | Application Form / Assessment Centre |
| Be committed to the continual improvement in the quality of service and procedures. | E | Application Form / Assessment Centre |
| **Skills and Abilities** | | |
| Ability to work in a highly organised and methodical manner | E | Assessment Centre |
| Ability to work under pressure to deadlines and maintain a high degree of accuracy | E | Application Form / Assessment Centre |
| Ability to work flexible hours throughout the week to ensure all examinations are covered | E | Assessment Centre |
| Experience of supervising staff. | D | Assessment Centre |
| **Other** | | |
| Willing to work flexibly to ensure all internal and external deadlines are met | E | Assessment Centre |
| Be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults | E | Assessment Centre |
| Be committed to the College’s Equality & Diversity agenda | E | Assessment Centre |

**Author:** Head of MIS/IT **Date:** 20/06/2022