

## St Philip's School

### PERSON SPECIFICATION

#### School Administration Assistant/Examinations Officer

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

<b>Education</b>	
• At least 5 GCSEs or equivalent qualification (i.e. NVQ Level 2) or experience in relevant discipline	D
• Good numeracy/literacy skills	E
• First Aid at Work Certificate (training can be provided)	D
<b>Knowledge</b>	
• To be able to operate the school's computer-based administrative system (SIMS) in a secure manner, inputting and retrieving data including student records, in accordance with school policies and practice	E
• To support the Head of Centre in ensuring that the Centre is compliant with the JCQ regulations and awarding bodies for examinations	E
• To ensure examinations are conducted in accordance with regulations	E
• Good typing and keyboard skills	E
• Communicating information – identifies and uses the most effective means of communication appropriate to the situation and the individuals involved	E
<b>Experience</b>	
• Experience of working in an office environment	E
• Experience of using Microsoft packages including Word, Outlook and Excel Databases to compile data, produce reports and letters	E
• Experience of working in a school	D
• Knowledge of school office processes and procedures	E
• Experience of providing support to staff and the public	D
• Experience of financial administration such as cash handling	E
• Experience of working with children with special education needs	D
• Experience in administration of external examinations in accordance with the Joint Council for Qualifications (JCQ)	E
• Oversee and manage appropriate access rights for relevant internal students using JCQ and awarding body online tools	E
<b>Skills and Abilities</b>	
• Ability to work to a high level of autonomy, including determining and organising information; to work under pressure and with initiative	E

• Ability to maintain confidentiality at all times and ensuring that confidential data is handled in a sensitive manner	E
• Able to communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. students, staff, parents, visitors and contractors	E
• Excellent, courteous telephone and reception manner	E
• The ability to work under pressure and meet agreed deadlines	E
• A methodical approach to information gathering, recording and reporting	E
• Understanding the needs of vulnerable young people with challenging behaviour	D
• Ability to produce letters and standard reports	E
• Ability to work on own initiative and as part of a team	E
• Commitment to own personal and professional development	E
• Excellent organisational skills and record keeping. Able to track and report bookings, meetings and conversations	E

**D = desirable attribute**

**E = essential attribute**