Person Specification: Examinations Officer

This person specification outlines the essential and desirable qualifications, experience, skills, and personal qualities required for the role, along with how each criterion will be assessed.

Criteria	Essential	Desirable	Method of Assessment
Qualifications & Training	• Good standard of general education, including GCSE (or equivalent) Grade C / 4 or above in English and Mathematics. • Willingness to undertake ongoing professional development, including annual JCQ regulation updates and mandatory cyber security training.	• Relevant administrative, management, or business qualification (e.g., NVQ Level 3 or equivalent). • Membership of The Exams Office or similar professional network.	• Application Form • Certificates
Experience	• Proven experience in a busy administrative or operational role requiring high levels of accuracy. • Experience managing complex schedules, strict deadlines, and conflicting priorities. • Experience handling sensitive and confidential data securely in line with GDPR.	• Previous experience working as an Examinations Officer or Assistant in a school, sixth form, or FE college. • Experience managing a full suite of external assessments (e.g., GCSE, GCE/A-Level, BTEC, T-Levels, Cambridge Nationals/Technicals) and external moderation processes. • Experience managing or supervising a team (e.g., invigilators).	• Application Form • Interview • References
Knowledge & Skills	• Excellent ICT skills, including advanced proficiency in Microsoft Office (particularly Excel) and database/Management Information Systems (MIS). • Strong organisational and planning skills with exceptional attention to detail. • Ability to interpret, implement, and enforce complex statutory regulations and awarding body rules. • Clear, confident, and diplomatic communication skills (written and verbal) for dealing with pupils, parents, staff, senior leaders, and awarding bodies.	• Working knowledge of current JCQ General Regulations for Approved Centres and Instructions for Conducting Examinations (ICE). • Familiarity with school MIS platforms (e.g., SIMS, Arbor, Bromcom) and awarding body secure portals (e.g., Edexcel Online, AQA Centre Services, OCR Interchange). • Understanding of Access Arrangements, Reasonable Adjustments, and Special Consideration procedures.	• Application Form • Interview • Practical Task

Criteria	Essential	Desirable	Method of Assessment
Personal Qualities	• Calm, resilient, and authoritative under pressure, particularly during peak examination periods and results days. • High level of personal integrity, discretion, and commitment to upholding examination security. • Proactive, adaptable, and able to solve unexpected operational problems independently. • Flexibility regarding working hours during peak exam seasons, external moderation windows, and results days (including August). • Commitment to safeguarding, equality, diversity, and inclusion.	• Sense of humour and ability to build positive, supportive working relationships across all levels of the school community.	• Application Form • Interview • References