



Kingsthorpe College

Examinations Officer



Person Specification

The Collaborative Academies Trust (CAT) is an expanding sponsor of academies. It is run and led by a highly skilled and experienced team of educationalists working with secondary, primary and special schools. It works in collaborative partnership with the Local Governing Body and the Headteacher. The Trust and Governing Body of Kingsthorpe College are committed to safeguarding and promoting the welfare of children and young persons and ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
Education, Training and Qualifications	Educated to A Level standard (Maths & English or equivalent)	Educated to degree level
Experience/Skills And Abilities	<ul style="list-style-type: none"> Experience of working in an office and/or data driven environment Experience of compliance with the requirements of regulatory bodies High level of IT skills Good analytical and numerical ability Excellent written and oral communication skills Good communication and interpersonal skills – working with staff, students and parents/carers Experience of dealing with confidential issues Equal Opportunities, Health and Safety and Child Protection 	<ul style="list-style-type: none"> Significant experience in school(s) Previous experience of working as an exams officer or in schools administration Knowledge or understanding of secondary school procedures Knowledge of examinations regulations or procedures Knowledge of SIMS or similar Management Information System
Written application	A well-constructed, legible application	

Personal Attributes	<p>Calm, confident attitude</p> <p>High level of personal organisation</p> <p>Ability to adapt quickly to different situations and a good level of common sense</p> <p>Ability to work in a team and on your own without close supervision</p> <p>Ability to communicate effectively with children, parents and staff</p> <p>Able to use initiative</p> <p>Respectful of confidentiality and a professional, tactful approach</p> <p>Flexible, adaptable and proactive</p> <p>Well organised and able to meet deadlines</p> <p>Excellent attention to detail</p> <p>Honest, trustworthy and reliable</p> <p>Commitment to safeguarding and promoting the welfare of children and young people</p> <p>Understand and engage with the school's Vision, Mission and Values through their everyday activities</p>	
Equal Opportunities	An understanding of issues regarding equal opportunities for all.	Examples of good practice from their own experience.
Appearance	Accept the College dress code and dress professionally in accordance with the culture of the organisation.	
Criminal Record Check	Provide information to process a full Disclosure and Barring Service (DBS) disclosure.	

Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment.