

Person Specification

Job title:	Exams Officer		
Reports to:	Data Manager/SLT	Grade:	Grade G Points 18-23
CRITERIA			EVIDENCE
EDUCATION AND PROFESSIONAL QUALIFICATIONS			(See Key)
Essential			
1.	A level of education that enables support to be given to students aged 11-16 including those preparing for GCSE. This requires at least 5 GCSEs at Grade 5 and above which must include English/Maths or hold equivalent qualifications.		1, 2 & 3
Desirable			
3.	Experience of MIS systems within a school setting		1 & 3
4.	Able to produce reports		1 & 3
KNOWLEDGE			
Essential			
5.	Working with young people, parents/carers and school staff		1, 3 & 4
6.	Some understanding of Data Protection/GDPR		1, 3 & 4
7.	Excellent customer service, organisational and communication skills		1, 3 & 4
8.	Able to challenge in a constructive manner		1, 3 & 4
9.	Knowledge of ICT systems including Microsoft Word, Excel and PowerPoint		1 & 3
EXPERIENCE			
Essential			
11.	Ability to work on own or with others as part of a team		1, 3 & 4
Desirable			
12.	Prior experience of exams administration		1, 3 & 4
13.	Previously worked in or with a school setting		1
KEY SKILLS			
Essential			
1.	Excellent interpersonal skills and to be able to communicate effectively both orally and in writing, which enable good relationships to be built with young people and adults.		1, 3 & 4
2.	Ability to work independently but know when to seek help		1 & 3
4.	Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach		3
5.	A well organised and resourceful approach to their work and proven ability to meet strict deadlines.		1, 3 & 4
6.	An enthusiastic and approachable nature.		1, 3 & 4
OTHER FACTORS			
Essential			
1.	Ability to form and maintain appropriate relationships and personal boundaries with children in accordance with Safeguarding practices		1, 3 & 4
2.	Personal and professional resilience		1 & 3
3.	Flexibility in working hours according to the needs of the role/school		1 & 3
4.	Ability to deal sensitively and appropriately with confidential, personal information		1, 3 & 4
5.	Ability to work under pressure, to set deadlines and to prioritise		1, 3 & 4
6.	Ability to work with a wide variety of people internal and external.		1 & 3
7.	An awareness and sensitivity to students' needs.		1 & 3

8.	Able to prioritise own workload and the workload of others in order to meet deadlines	1
9.	Ability to be proactive and use own initiative to be creative and think beyond the obvious solutions	1 & 3
10.	Good understanding of confidentiality and integrity when handling student information	1, 3 & 4
11.	Interpret and communicate data effectively	1 & 3
12.	Experience of delivering extra-curricular activities to young people	1, 3 & 4

Person Specification prepared by:		HR		
Designation:	Budmouth Academy Weymouth		Date:	November 2025

Evidence method for criteria

1. Application Form 2. Sight of Certificates 3. Interview 4. References