



Person Specification Exam Support Co-Ordinator

Job Title:	Exam Support Co-Ordinator
Responsible to:	Exams Officer - Line Manager
Contracted Hours/Week:	Variable
Contracted Weeks/Year:	Term time only

Main Job purpose:	To be responsible for setting up specialist exam rooms Be available during all specialist exams in case issues arise To provide support to the examination department in the form of invigilation and assist with the examination process
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Category	Criteria	Essential or Desirable	Method of Assessment
Education, Qualifications & Experience	• Education to GCSE level, grade C or above in English and Maths or equivalent	Essential	Documentary evidence Application Form
	• Previous relevant experience in setting up specialist exams	Desirable	
Skills, Knowledge and Understanding	• High level of competency in use of MS Word and Outlook. Working knowledge of MS Excel and Powerpoint	Essential	Application Form References Interview
	• The ability to work well both as part of a team and individually	Essential	
	• The ability to cope well under pressure and be efficient at multitasking	Essential	
	• Good communication and listening skills	Essential	
	• Good organisational skills, time management and prioritisation skills	Essential	
	• Ability to follow instructions	Essential	

Category	Criteria	Essential or Desirable	Method of Assessment
Personal and Professional Qualities	• Confidence to work alone and use own initiative.	Essential	Application Form References Interview
	• High levels of accuracy and attention to detail	Essential	
	• Integrity and the ability to deal with and handle confidential information securely and with discretion	Essential	
	• Flexibility to be available during exam periods	Essential	
	• A willingness to learn new skills and undertake relevant training opportunities	Essential	

Safeguarding	<ul style="list-style-type: none"> • Clear understanding of Safeguarding requirements and how to promote the welfare of children (training will be provided) 	Desirable	Reference Interview
	<ul style="list-style-type: none"> • Ability to maintain appropriate relationships and personal boundaries with students 	Essential	
Other	<ul style="list-style-type: none"> • Eligibility to work in the UK 	Essential	Application Form Interview
	<ul style="list-style-type: none"> • Appointment subject to enhanced DBS and validated references 	Essential	