



Exams Assistant

Person Specification

Essential Criteria

Qualifications and Experience

- Previous experience of working in an administrative or office-based role.
- Experience of working accurately with records, documentation and confidential information.
- Experience of using computerised systems and standard office software.

Skills and Knowledge

- Excellent organisational and time-management skills.
- High level of accuracy and attention to detail.
- Good written and verbal communication skills.
- Ability to prioritise work effectively and meet deadlines.
- Good IT skills, including the ability to use Microsoft Office or equivalent applications.
- Ability to maintain accurate records and process information efficiently.
- Ability to follow detailed procedures and instructions.
- Ability to work calmly and effectively under pressure.

Personal Qualities

- Reliable, punctual and well organised.
- Professional, approachable and courteous manner.
- Discreet and trustworthy when dealing with confidential information.
- Flexible and willing to respond positively to changing priorities.
- Able to work independently while also contributing effectively to a team.
- Demonstrates a commitment to equality, inclusion and treating students and colleagues with respect.
- High level of personal integrity and commitment to maintaining examination security.

Desirable Criteria

Qualifications and Experience

- Previous experience of working within a school, college, university or other educational environment.
- Previous experience of working within an examinations or assessment department.
- Experience of supervising/coordinating examinations.
- Experience of working with awarding organisations or examination boards.

- Experience of using a school/college management information system or examination management software.

Skills and Knowledge

- Knowledge of examination procedures and awarding organisation regulations.
- Understanding of the requirements surrounding examination security and confidentiality.
- Knowledge of access arrangements and reasonable adjustments.
- Familiarity with examination entry, results and certification processes.
- Experience of handling sensitive student information in accordance with data protection requirements.

Other Requirements

- Willingness to undertake relevant training and professional development.
 - Willingness to work flexibly during examination periods to meet operational requirements.
 - Commitment to safeguarding and promoting the welfare of children and young people, where applicable to the setting.
 - Willingness to comply with all organisational policies and procedures.
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Safeguarding

Park View School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be required to undergo appropriate pre-employment checks in accordance with the requirements of the role and the organisation's safeguarding procedures.

Equality, Diversity and Inclusion

Park View School is committed to equality, diversity and inclusion and welcomes applications from all suitably qualified candidates. The organisation aims to ensure that recruitment and employment practices are fair, transparent and free from unlawful discrimination.