



wildernschool

## PERSON SPECIFICATION

<b>Qualifications:</b>	<b>Essential/ Desirable</b>
Formal qualifications beyond GCSE level	D
Evidence of continuing professional development	E
<b>Experience:</b>	
Experience of working within an Educational Environment	D
Experience of working within a Exams Office	D
Experience of carrying out a wide range of administrative functions	E
<b>Management and leadership skills:</b>	
Ability to work independently and creatively	E
Relationship building with a variety of stakeholders	E
Project management within specific timescales	E
<b>Professional knowledge and understanding:</b>	
The ability to use ICT effectively to support tasks and activities	E
Good knowledge and operational competence in computer packages including Microsoft Office packages (Word and Excel), email and the internet.	E
Working knowledge of SIMS	D
An understanding of the educational environment	D
<b>Skills, abilities and personal qualities:</b>	
Very good organisational and time management skills with the ability to prioritise workload both day to day and forward planning	E
Willingness to work flexibly to support the smooth operation of the Exams Office	E
Excellent written and verbal communication skills and be able to relate well with school staff, students, external candidates, parents and carers	E
Team player with enthusiasm and perseverance	E
Evidence of high level organisational skills, encouraging positive collaborative working practices	E
Ability and skills to manage constant change	E
High levels of interpersonal skills	E
Curiosity and willingness to learn, improve and enhance personal development	E
Self-motivated and proactive	E
Good memory skills with the ability to retain and recall information as required	E

Ability to maintain the highest level of confidentiality	E
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## **EXAMS ASSISTANT**