

Haydock High School



Person Specification – Examinations Assistant

Area	E= Essential D= Desirable	Where Measured A – Application I – Interview
Education and Qualifications		
<ul style="list-style-type: none"> Good standard of Literacy and Numeracy – GCSE Maths and English or equivalent. 	E	A/I/C
Experience		
<ul style="list-style-type: none"> Previous experience of assisting with and/or coordinating examinations. 	D	A/I
<ul style="list-style-type: none"> Previous experience in marketing. 	D	A/I
<ul style="list-style-type: none"> Experience of working with SIMS. 	D	A
<ul style="list-style-type: none"> Experience of working in a school. 	D	A
<ul style="list-style-type: none"> Working under pressure to tight deadlines. 	E	A/I
<ul style="list-style-type: none"> Provision of data in a user friendly format. 	E	A/I
<ul style="list-style-type: none"> Handling, analysing and evaluation data. 	E	A/I
<ul style="list-style-type: none"> Working collaboratively with other colleagues in school. 	E	A/I
<ul style="list-style-type: none"> Use of Microsoft Office, Word, Excel, PowerPoint. 	E	A/I
Skills and Abilities		
<ul style="list-style-type: none"> Ability to work as part of a team and also individually. 	E	I
<ul style="list-style-type: none"> Encourage high standards of pupil behaviour. 	E	I
<ul style="list-style-type: none"> Awareness of the need for confidentiality. 	E	I
<ul style="list-style-type: none"> Good communication skills. 	E	I
<ul style="list-style-type: none"> Organisation and prioritisation skills. 	E	I
<ul style="list-style-type: none"> Excellent time management. 	E	I
Other		
<ul style="list-style-type: none"> Willingness to undertake training as required. 	E	A/I
<ul style="list-style-type: none"> Excellent attendance and punctuality. 	E	R
<ul style="list-style-type: none"> An ability to fulfil all spoken aspects of the role with confidence through the medium of English 	E	I

Key: C – Certificates

A – Application form

I – Interview

R - Reference