

HELSEBY HIGH SCHOOL



Person Specification: Exam Officer (Curriculum Support Assistant) (AAAE6920)

	Essential	Desirable	How identified
Qualifications and Training	<ul style="list-style-type: none"> • Good level of general education – a minimum of 5 GCSE’s (A-C) or equivalent including Maths and English. • DBS clearance. 	<ul style="list-style-type: none"> • Admin qualification equivalent to NVQ level 3 or 4. 	Application
Relevant Experience	<ul style="list-style-type: none"> • Evidence of ability to form professional relationships. • General office work experience including a wide range of administrative duties. 	<ul style="list-style-type: none"> • Experience of working in similar environment. 	Application References Interview
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent knowledge of MS Office including Word, Excel and Outlook. • Excellent communication skills. • Organisational, office and administration skills • Good standards of spelling, grammar & punctuation 	<ul style="list-style-type: none"> • Knowledge of School ICT programmes, including SIMS and Nova. • Understanding of: School context, internal systems, structure, organisation and layout of School and examination procedures. 	Application References Interview
Personal Qualities	<ul style="list-style-type: none"> • To be able to work as part of a team and build positive relationships. • An ability to take initiative and seek advice where appropriate. • Self-motivated with the ability to meet deadlines. • Accurate with an attention to detail. • Energy and enthusiasm with a flexible approach to work. • Commitment to safeguarding and promoting the welfare of children and young people. • A commitment to continue own personal development, including developing skills in the use of SIMS and Nova. 		References Interview