

St Joseph's College: Person Specification

Post: Examinations Assistant



	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications and Training	<ul style="list-style-type: none"> • Education to GCSE Level or equivalent including English and Mathematics Grade C or above 	<ul style="list-style-type: none"> • Education to GCE Level • First Aid Trained 	Letter (or original application from) Actual certificates
Experience	<ul style="list-style-type: none"> • Working in a busy office environment, meeting deadlines • MS Office 	<ul style="list-style-type: none"> • Experience of working within a school environment and / or working with children • Familiarity with SIMS or databases 	As above
Health, Attendance and Reliability	<ul style="list-style-type: none"> • Good attendance and reliability • Professional dress • Professional commitment • Good timekeeping 		Reference
Quality of Relationships	<ul style="list-style-type: none"> • An ability to work within a team and support senior leaders 		Interview, letter, reference, lesson
Skills and Knowledge	<ul style="list-style-type: none"> • Good written and verbal communication skills • Ability to make an assessment and decide on an appropriate course of action • Ability to use own initiative and prioritise own workload. • To be able to work independently and as part of a team. • Able to establish good relationships with students and colleagues at all levels. • The ability to articulate and communicate clearly in a professional manner. Strong interpersonal skills, including the ability to relate well to people on all levels • Ability to work and cope under pressure with a range of day-to day matters • Experience in the use of ICT systems and software. This could include SIMs, Microsoft packages demonstrating skills in Word and Excel 	<ul style="list-style-type: none"> • SIMS 	Interview, letter, reference, lesson
General Qualities	<ul style="list-style-type: none"> • Ability to meet deadlines • Sense of humour and positivity • Stamina, flexibility and optimism • Organisation • Commitment to professional development • Commitment to the ethos of the school 		Interview, reference, letter