



**St Joseph's College: Person Specification**  
**Post: Examinations Assistant**

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