



# Holyhead

Teach What Matters

## Holyhead School Person Specification

### Post: Examinations Officer

Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• NVQ2/GCSE/City and Guilds or equivalent qualification.</li><li>• Numeracy and literacy skills, including percentages and decimals, grammar and spelling.</li></ul>	<ul style="list-style-type: none"><li>• A relevant qualification relating to data management or software systems.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working in an administrative environment</li><li>• Well-developed skills in using word-processing and spreadsheets applications in particular.</li><li>• Ability to communicate with colleagues, students and parents in a friendly professional manner on an individual basis as well as to a large audience (in an exam setting).</li><li>• Ability to gather and analyse data.</li><li>• Ability to demonstrate their ability to work using their own initiative.</li></ul>	<ul style="list-style-type: none"><li>• Experience of examinations administration</li><li>• Experience of providing administrative support.</li><li>• Experience of using a Management Information System (such as Arbor).</li></ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• Excellent communication and interpersonal skills with all levels of employees.</li><li>• Highly organised demonstrating excellent planning skills and excellent attention to detail.</li><li>• Well-developed skills in spreadsheets and word-processing applications in particular.</li><li>• Excellent team player who develops positive working relationships.</li></ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Ability to work independently.</li><li>• Ability to meet deadlines and work under pressure.</li><li>• Willingness to work flexibly, within the demands of the role.</li></ul>	



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	<ul style="list-style-type: none"><li>• To be proactive, forward-thinking and self-motivated.</li><li>• High levels of drive, energy and integrity.</li><li>• A keen eye for details, trends and inconsistencies.</li><li>• A genuine ambition and interest in improving the life choices for young people and the wider community.</li></ul>	
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