

**PERSON SPECIFICATION**  
**Dover Grammar School for Boys**  
**Examinations Officer**

	Essential	Desirable
<b>Education and Qualifications</b>		
A higher education qualification		√
Good level of education to at least GCSE standard or equivalent with both Maths and English Language at grade C or above at GCSE level.	√	
<b>Experience</b>		
Working with children, preferably in an education-based setting	√	
Use of the Microsoft Office suite of applications, including Word and Excel	√	
Working in a management-based role		√
<b>Knowledge and Understanding</b>		
School Management systems (e.g.SIMs)	√	
Child Protection Policies and Procedures	√	
Good working knowledge of current best practice in schools' examination requirements	√	
<b>Skills</b>		
Ability to supervise students effectively, ensuring high expectations of behaviour are maintained	√	
Work with guidance but under limited supervision	√	
Liaise and communicate effectively with others on the telephone, in writing (both electronic and more traditional formats) and face to face	√	
Demonstrate a high level of organisational skills	√	
Ability to prioritise workload to meet deadlines	√	
<b>Personal Qualities</b>		
Proactive approach and be able to work well under pressure	√	
Excellent interpersonal and communication skills	√	
Ability to work well independently and as part of a team	√	
Punctual and reliable	√	
High level of honesty and integrity	√	
Organised and flexible as required	√	
<b>Further Requirements</b>		
Willingness to work flexible hours on occasions, and to be adaptable, particularly during mock and public examinations	√	
Need to maintain confidentiality on all school matters	√	
Willingness to learn and develop and to undertake training courses that are relevant to the duties of the post	√	
Willingness to be involved in internal and external meetings	√	
Be supportive of all safeguarding policies and procedures and to be aware of different types of abuse	√	
Willingness to engage in the wider life of the school	√	