

# Stratford upon Avon School

## Examinations Officer Person Specification December 2025

Please read this Person Specification carefully as it will be used to assess candidates as part of the short listing and selection process.  
The recruiting team will be looking for candidates who most closely match the following:

	Essential	Desirable	Evidence base
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A good general education, including a minimum GCSE A*-C pass or equivalent in English and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>Higher education to a level of degree or equivalent</li> </ul>	Application form
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>Work in a service driven, outward facing environment</li> <li>Adminstrating Examinations</li> <li>Proven track record in achieving business objectives and service demands</li> <li>General office administration</li> </ul>	<ul style="list-style-type: none"> <li>A similar position in a school or college</li> <li>Experience of a school Management Information System</li> <li>Work with young people in some capacity</li> </ul>	Application, references and selection process
<b>Key competencies and aptitudes</b>	<ul style="list-style-type: none"> <li>Reliable</li> <li>Self-starter, strongly motivated</li> <li>Proficient and confident with ICT including Excel, Word, Internet and Email</li> <li>Competent with data handling</li> <li>High standard of personal presentation</li> <li>Enthusiasm, willingness and flexibility</li> <li>Creative and innovative approach</li> <li>Discretion and confidentiality</li> <li>Ability to think and work calmly, quickly and politely, including when under pressure</li> <li>Initiative, common sense and patience</li> <li>Excellent interpersonal and communication skills</li> <li>Experience of dealing with and diffusing difficult situations</li> <li>Ability to work with and alongside management at all levels</li> </ul>	<ul style="list-style-type: none"> <li>Management of staff</li> <li>Creation of written policy and procedures</li> <li>Manipulation / analysis of data</li> <li>Knowledge of secondary schools curriculum specifications</li> <li>Understanding of JCQ Guidelines and Procedures</li> </ul>	Application, references and selection process
<b>Professional development</b>	<ul style="list-style-type: none"> <li>Evidence of involvement in appropriate professional development</li> </ul>	<ul style="list-style-type: none"> <li>Planned involvement in a range of professional activities</li> </ul>	Application, references and selection process
<b>Other information</b>	Displays commitment to the protection and safeguarding of children and young people Post subject to Enhanced DBS Disclosure Share the ethos of the school	<ul style="list-style-type: none"> <li>Willingness to co-ordinate and take part in whole school activities</li> </ul>	Application, references and selection process

The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment.