

Ysgol Bryn Eliau
School Support Officer - Examinations & EVC

Person Specification

	Essential	Desirable	Assessed By
Education and Qualifications			
Good all round education including GCSE in English & Maths (or equivalent)	x		A
Commitment to personal/professional development	x		A/I/R
Exp			
Working in an administrative role	x		A/I/R
Working in an examinations role		x	A/I/R
Working with young people		x	A/I/R
Supervising the work of others	x		A/I/R
Using ICT in the workplace	x		A/I/R
Skills & Personal Qualities			
Excellent communication skills	x		A/I/R
Ability to plan and prioritise to meet deadlines	x		A/I/R
An aptitude for accuracy and attention to detail	x		A/I/R
Ability to work on own with minimum supervision but also as part of a team	x		A/I/R
Ability to motivate others	x		A/I/R
Effective interpersonal and organisational skills	x		A/I/R
Able to show initiative and adaptability	x		A/I/R
Ability to generate ideas and drive initiatives		x	A/I/R
Able to maintain issues of confidentiality	x		A/I/R
Able to work under pressure	x		A/I/R
Willing and able to work flexible hours during exam periods	x		A/I/R
Display commitment to the protection and safeguarding Of children and young people	x		A/I/R

A – Application

I – Interview

R – Reference