

JESMOND PARK ACADEMY

Person Specification – Examinations Assistant

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Excellent written and oral communication skills
2	Working knowledge of relevant policies and awareness of relevant examinations legislation
3	Working knowledge of national/foundation stage curriculum and other relevant qualifications
4	Able to work as part of a team
5	Effective organisation and time management skills
6	Ability to maintain paper and electronic information systems
7	Good general standard of education to GCSE level or equivalent
8	Experience of working in an educational setting

Desirable

9	Professional qualification and/or training in relation to Examination Management in an educational environment
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Part B: Assessment Stage

Items 1, 2, and 3 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Able to work with minimal supervision
2	Able to respond effectively to problems
3	Good team worker with a flexible approach to work
4	Ability to form and maintain appropriate relationships and personal boundaries with students
5	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Desirable

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The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Task	Yes		

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	Barred List check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)