Lancashire County Council

|  |
| --- |
| **Person specification form** |
| **Post title:** Exam Officer and Office Manager | **Grade:** 6 |
| **Directorate:** Children and Young People | **Post number:**       |
| **Establishment or team:** Ashton Community Science College |
| **Requirements****(based on the job description)** | **Essential (E)****or****desirable (D)** | **To be identified by: application form (AF),****interview (I),****test (T), reference (R) or****other (give details)** |
| **Qualifications** |  |  |
| GCSE or equivalent in English and Maths at Grade 4/c or above | E | AF |
| **Experience** |  |  |
| Experience of working in a similar / relevant role | E | AF |
| Experience of working in a school or similar environment | E | AF |
| Experience of using management information systems | D | AF |
| Experience of using all of the Microsoft Office Package | E | AF |
| Experience of managing a small team | D |  AF |
| Experience of planning and managing your own workload  | E | AF |
| **Knowledge, skills and abilities** |  |  |
| Excellent verbal and written communication skills | E | AF/T |
| Excellent organisational and planning skills | E | AF/T |
| Knowledge of the use of SIMS | D | AF/R |
| Ability to work under pressure | E | AF/R |
| Knowledge of school exam system | E | AF |
| Ability to communicate effectively with a wide range of people and organisations | E | AF/R |
| **Other** (including special requirements)1. Commitment to safeguarding and protecting the welfare of children and young people
2. Commitment to equality and diversity
3. Commitment to health and safety
4. Satisfactory attendance record/commitment to regular attendance at work
 | EEEE | IIIR |
| **Prepared by:** | School Business Manager  | **Date:** | 16.05.24 |
| **Note: We will always consider your references before confirming a job offer in writing**. |