

## Person Specification

Job Title: Exams Assistant

Department: EXAMS

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Able to work both independently as part of a small team	X	
Excellent attention to detail	X	
Good interpersonal and customer service skills	X	
Strong IT skills and confident with a range of technology and software	X	
Able to work under pressure and use initiative	X	
Demonstrates strong problem-solving skills	X	
Comfortable and confident to invigilate exams	X	
Experience working in an administration role		X
Experience with using MIS packages		X
Experience working in an educational setting		X
Knowledge or experience of the delivery of examinations		X
Awareness and understanding of JCQ regulations		X