



Ribston Hall High School

Examinations Officer

Person Specification

Essential	Desirable
To have undertaken or be willing to undertake JCQ training and other training provided by the exams office or other external providers.	Experience or knowledge of the school examinations system
Good general standard of education, including GCSE English and Maths	A Level/BTec/Level 3 qualification or above
Analytical and problem-solving skills	Experience of working in a similar role within a school environment
Ability to work under pressure and meet deadlines	
Excellent communication skills	
Strong administrative skills	
Ability to prioritise and work accurately with attention to detail	
Ability to work under own initiative and independently	
Be able to build effective working relationships and work well as part of a busy team	
Confidence to lead a team of casual invigilators	
Confident in the use of ICT	