

**Ashton Sixth Form College**

**Person Specification**

**Post: Examinations Administrator**

**Salary spine: Support Staff**

**Grade: 5**

**Salary: SCP 7 £25,751 – SCP 10 £27,519**

**Hours of work: Term time only (36 hours plus 5 days). Any additional working needed can be taken as TOIL.**

**Responsible to: Examinations Manager**

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|  **E: Essential** | **D: Desirable** |

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|  | **E** | **D** | **Method of Assessment** |
| **Knowledge & Experience, Skills & Abilities & Personal Qualities** |
|  QUALIFICATIONS |
| 1. At least 5 GCSEs (grades A-C) or equivalent including English & Maths.
 | ✓ |  | Application/interview |
| 1. Exam Administration training and/or qualification(s).
 |  | ✓ | Application/Interview. |
| **EXPERIENCE** |
| 1. Administering examinations including GCSE, A levels, BTECs, Functional Skills, T levels and university entrance examinations.
 |  | ✓ | Application/Interview. |
| 1. Working within an educational setting.
 |  | ✓ | Application. |
| 1. Experience of using Unit-E and CEDAR
 |  | ✓ | Application/interview. |
| 1. Use of all Microsoft applications, including Excel, Word and Office 365
 | ✓ |  | Application / task |
| 1. Use of databases and data inputting.
 | ✓ |  | Application / task |
| 1. Proficient uploading / downloading / moving of online files
 | ✓ |  | Task |
|  **SKILLS/ABILITIES AND PERSONAL QUALITIES** |  |  |  |
| 1. Creative approach to problem solving.
 | ✓ |  | Application/Task. |
| 1. High standard of accuracy, with meticulous attention to detail.
 | ✓ |  | Application/Task  |
| 1. Ability to prioritise workload and work to deadlines effectively. Flexible.
 | ✓ |  | Application/Interview |
| 1. Excellent written and oral communication skills with internal and external people at all levels.
 | ✓ |  | Application/Interview |
| 1. Ability to work independently and as part of a team.
 |  |  | Application/interview |
| 1. A willingness to learn new skills and undertake training as necessary.
 |  |  | Application. |
| 1. Capacity to show initiative and take responsibility.
 |  |  | Application/interview/task |
| 1. To remain calm and good-humoured in a highly-pressured environment.
 |  |  | Application / Interview  |
| 1. Enthusiastic, with a positive ‘can do’ attitude.
 | ✓ |  | Interview |
| 1. Flexible approach to working patterns, including additional hours.
 |  |  | Application/interview |

**August 2025**