

**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**