

Glebe School

An ambitious, inspirational trust, providing outstanding learning and support

PERSON SPECIFICATION

Exams Officer & EHCP Administrator

CRITERIA	Essential/ Desirable		Assessed by: Application Form /Interview	
	E	D	AF	I

QUALIFICATIONS & EXPERIENCE	E	D	AF	I
Excellent numeracy and literacy skills (GCSE/Level 2)	✓		✓	
Good knowledge of statutory procedures, regulations and recommendations set by the Joint Council for Qualifications	✓		✓	
An enhanced DBS certificate and barred list check	✓		N/A	

PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES	E	D	AF	I
Ability to relate well to both children and adults; maintaining a calm and professional approach	✓		✓	✓
Understanding of relevant policies/codes of practice and awareness of safeguarding legislation		✓	✓	✓
Be articulate and approachable with excellent interpersonal communication skills both verbally and in writing	✓		✓	✓
Proficient use of ICT software, e.g. Office, Outlook, SIMS, Management Information Systems	✓		✓	
Excellent time management and organisational skills	✓		✓	
Ability to work alone at times and as part of a team	✓		✓	

PERSONAL QUALITIES	E	D	AF	I
Ability to work under pressure and deal calmly with emergency situations	✓		✓	✓
Ability to form and maintain appropriate relationships and personal boundaries with children, demonstrating suitability to work with children	✓		✓	
Ability to show initiative and to prioritise one's own work	✓		✓	✓
Flexible approach with the ability to accommodate changes in priorities	✓			✓

Understand and respect the principles of confidentiality	✓			✓
----------------------------------------------------------	---	--	--	---

PHILOSOPHY & ETHOS	E	D	AF	I
A commitment to safeguarding and promoting the welfare of children and young people	✓		✓	✓
A commitment to the ethos and strategic direction of the school	✓		✓	✓
Strong support for the school's vision and values	✓		✓	✓
Be a good role model	✓		✓	✓