

Post of Exams & Admissions Officer - Person Specification



Category	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> Educated to GCSE level or equivalent, including English and Maths at Grade C or above 	
Experience	<ul style="list-style-type: none"> Experience of working with data and information Experience of working with IT systems including Excel and Word Experience of working in an office environment Experience of working with customers / public Experience of working as part of a team 	<ul style="list-style-type: none"> Experience of administration of examinations in a school or academy for 11-19 year olds Good working knowledge of SIMS and SISRA analytics management information systems
Expertise	<ul style="list-style-type: none"> Strong IT and general office skills 	<ul style="list-style-type: none"> Up to date knowledge of 11-19 examinations structure and regulations
Personal Attributes	<ul style="list-style-type: none"> Highly organised with a high level of attention to detail Good communication and interpersonal skills including ability to communicate effectively with parents / carers / students Able to work effectively on own initiative, with minimum supervision Able to work as part of a team and coordinate the work of others Flexible approach to people and situations Enthusiastic and positive outlook Hard working 	

As an employee of The Bulwell Academy you will be expected to share our commitment to safeguarding and promoting the welfare of children and young people