



ASSISTANT EXAMINATIONS SUPERVISOR - PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications and training		
Secretarial Skills		✓
Trained in use of Microsoft Office		✓
Skills		
A good working knowledge of Microsoft Office, especially word-processing, spreadsheets and mail merges, etc.	✓	
Good team working	✓	
Experience of the public examinations system		✓
Experience of or willingness to learn the use of a Database and Information System.	✓	
Experience of use of internet and intranet.	✓	
Ability and willingness to work with numbers and gather data for use in the department.	✓	
Excellent communication skills, including a helpful and professional telephone manner.	✓	
Personal		
The ability to work with young people	✓	
Sympathy with the aims and ethos of a Roman Catholic Benedictine boarding school	✓	
Shows the ability to establish good working relationships with others in the team	✓	
Shows initiative and commitment	✓	

Time: Flexible