

JOB SPECIFICATION
EXAMS OFFICER

Reports To: Principal

Why

What

How

<p>Development <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i></p>	Take responsibility for cascading to the team up to date knowledge and information about a particular areas	
	Embedding practice ensures highly effective professional contribution across the academy	
	Give and receive effective feedback and act to improve personal performance	
	<p>Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i></p>	Has a basic understanding of supervision / managerial and business principles
		Consults widely and may provide direction to achieve results
		Encourages openness and honesty
		Does not apportion blame
		Understands the impact and implications of projects/activities on own or others areas of the organisation
		Fosters positive and productive relationships across the team in order to deliver
	Sets clear objectives and checking for understanding	
<p>Task Management</p>	Sets short term tasks (daily, weekly)	
	Contributes to plans for change	
<p><i>Establishing appropriate courses of action for oneself and others to accomplish.</i></p> <p>Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i></p> <p>Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i></p>	Develops own effectiveness in role, adapting to changing prioritises	
	Ensures communication has met its purpose	
	Presents complex information and concepts in a way that is simple and easy to understand	
	Creatively focuses upon solving the problem. using different techniques/ experience from other areas	
	Responsible for proposing what decisions should be made within the team and what needs to be referred	
	Collate, analyse and evaluate information within the scope of the role providing it for further analysis in a user-friendly format	
	Deals with problems across departments to achieve resolution	

Context