

JOB SPECIFICATION
EXAMS OFFICER

Reports To: Principal

Why

What

How

	Development <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	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
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	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
	Task Management	Sets short term tasks (daily, weekly)
		Contributes to plans for change
	<i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Develops own effectiveness in role, adapting to changing priorities
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Ensures communication has met its purpose
		Presents complex information and concepts in a way that is simple and easy to understand
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	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

