

GARTH HILL COLLEGE
PERSON SPECIFICATION: - Exam Access Arrangements Administrator

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> ▪ Minimum of GCSE at Grade C for English and Maths or equivalent 	<ul style="list-style-type: none"> ▪ Higher education or training in SEND provision or administrative work
Competence Summary (Knowledge, Abilities, Skills, Experience)	<ul style="list-style-type: none"> ▪ Administrative experience in a school or learning environment ▪ Strong communication skills with a range of stakeholders both verbal and in writing ▪ Strong IT skills 	<ul style="list-style-type: none"> ▪ Awareness of JCQ access processes ▪ Knowledge of the examinations process ▪ Experience of working with SIMS ▪ Understanding of the SEND code of practice
Work-related Personal Requirements	<ul style="list-style-type: none"> ▪ Ability to maintain strict confidentiality of information received and processed as part of the job role. ▪ Committed to equality of opportunity and inclusion. ▪ Ability to plan and prioritise own workload and work without close supervision. ▪ Ability to be flexible, working additional hours when required during busy periods. ▪ Experience of dealing with parents and carers. ▪ Good interpersonal skills and the ability to establish rapport with professional colleagues, pupils and parents 	
Other Work Requirements	<ul style="list-style-type: none"> ▪ Willingness to undertake relevant training ▪ A satisfactory enhanced certificate by the Disclosure and Barring Service. (DBS) 	