

## Person Specification for Examinations & Data Manager



Criteria	Essential	Desirable
<b>Qualifications (A)</b>	<p>Mathematics and English GCSE to grade C/4 or above</p> <p>Level 3 or equivalent qualifications</p>	Higher relevant professional development
<b>Experience (A) (R) (I)</b>	<p>Working in a school workplace or customer focused environment</p> <p>Proven database experience with emphasis on reporting, information management, analysing trends and data presentation</p>	<p>Working in an examinations officer role</p> <p>Managing and leading a team of staff</p>
<b>Knowledge and Skills (A) (R) (I)</b>	<p>Excellent working knowledge of Microsoft software, in particular Excel</p> <p>Ability to work under pressure to a high degree of accuracy and meet deadlines.</p>	<p>Understanding of policy and procedures pertaining to examinations and Exam Board requirements</p> <p>Safeguarding and Child Protection policy and procedures</p> <p>Ability to use the following packages:</p> <ul style="list-style-type: none"> <li>- SIMS</li> <li>- SISRA</li> <li>- Go 4 Schools</li> <li>- Nova-T</li> </ul>
<b>Personal Attributes (A) (R) (I)</b>	<p>Excellent communication skills, both verbal and written</p> <p>Excellent organisational skills</p> <p>Willingness to undertake further training</p> <p>Be flexible in approach to work and amenable to change at short notice</p> <p>Good judgement</p> <p>Good role model</p> <p>Enthusiastic</p> <p>Excellent interpersonal skills</p> <p>Be able to work as an individual and as part of a team</p>	
(A) = Application, (R) = Reference, (I) = Interview		

vulnerable adults. This post is subject to safer recruitment measures, including a Disclosure and Barring Service (DBS) check.

Please note all appointments within St Hild's School are subject to a declaration of medical fitness by the Council's Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary).