



Person Specification

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|-------------------|--------------------------------------|
| JOB TITLE: | Examinations and Data Manager |
| STATUS: | Current |

| CRITERIA | Essential/ Desirable | Application | Tasks | Interview | Vetting Checks |
|--|---------------------------------|--------------------|--------------|------------------|---------------------------|
| Qualifications | | | | | |
| 1. Mathematics and English GCSE to grade C/4 or above | E | ✓ | | | ✓ |
| 2. Level 3 or equivalent qualifications | E | ✓ | | | ✓ |
| 3. Higher relevant professional development | D | ✓ | | | ✓ |
| 4. Willingness to undertake further training | E | ✓ | | | ✓ |
| Experience | | | | | |
| 5. Working in a school workplace or customer focussed environment | E | ✓ | | ✓ | |
| 6. Proven database experience with emphasis on reporting, information management, analysing trends and data presentation | E | ✓ | | ✓ | |
| 7. Working in an examinations officer role | D | ✓ | | ✓ | |
| 8. Managing and leading a team of staff | D | ✓ | | ✓ | |
| Skills, Knowledge and competencies | | | | | |
| 9. Excellent working knowledge of Microsoft software, in particular Excel | E | ✓ | ✓ | | |
| 10. Ability to work under pressure to a high degree of accuracy and meet deadlines. | E | ✓ | | ✓ | |

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|---|---|---|--|---|---|
| 11. Understanding of policy and procedures pertaining to examinations and Exam Board requirements | D | ✓ | | | |
| 12. Safeguarding and Child Protection policy and procedures: Ability to use the following packages: - SIMS - SISRA - Go 4 Schools - Nova-T | D | ✓ | | | |
| 13. Excellent communication skills, both verbal and written | E | ✓ | | ✓ | |
| 14. Excellent organisational skills | E | ✓ | | ✓ | |
| 15. Enthusiastic | E | | | ✓ | |
| 16. Be flexible in approach to work and amenable to change at short notice | E | ✓ | | ✓ | |
| 17. Be able to work as an individual and as part of a team | E | ✓ | | ✓ | |
| 18. Excellent interpersonal skills | E | ✓ | | ✓ | |
| Other | | | | | |
| 19. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role | E | ✓ | | | ✓ |
| 20. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role | E | | | | ✓ |
| 21. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible | E | | | ✓ | |