# **EXAMS MANAGER**

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|  | **Essential** | **Desirable** |
| **Education and Qualifications:** | Good standard of general education.  |  |
| **Experience:** | Working successfully in a busy deadline-driven environmentExperience of working with CAMHS | Working in an educational environment  |
| **Knowledge:** | Knowledge of Examinations procedures and requirementsKnowledge of JCQ examination rules and regulations | Knowledge of SIMS (School Information Management System) |
| **Skills and Abilities:** | High level written and verbal communication skills Ability to work independently, manage own time and prioritise effectively Able to work in an organised and methodical way Able to coordinate and organise a team of people effectively with good supervisory/management skillsAble to work effectively under pressure and remain calmHighly accurate with good attention to detail while still meeting deadlinesEffective user of IT (particularly Excel) Able to relate well to school staff, students of all abilities, and their parents/carersAble to maintain confidentiality  |  |
| **Disposition:** | Suitable to work with children and safeguard their welfareWillingness to be flexible with working hours to respond to the needs of the School (especially during exam periods and in school holidays as required).A calm and confident presence Willingness to undertake training relevant to the role |  |