



Guilsborough Academy

Guilsborough Multi Academy Trust

Person Specification – Exams Manager

Qualities and Attributes	Essential	Desirable	Evidenced by
Qualifications			
Relevant degree in IT or Business or Statistics/ Mathematics equivalent		√	Application
Excellent standard of literacy and numeracy and educated to A Level Standard	√		Application
Experience			
Working with and analysing of complex schools performance and exams board information.	√		Application/Interview
Experience of the public examination system	√		Application/Interview
Experience of liaising in a professional capacity with Examination Boards	√		Application/Interview
Experience of recruiting and training invigilators	√		Application/Interview
Strong working knowledge and previous experience of exam access arrangements	√		Application/Interview
Experience of coordinating controlled assessment security arrangements	√		Application/Interview
Supporting and advising senior managers on new information from exams board.	√		Application/Interview
Drafting and presenting schools data and reports	√		Application/Interview
Knowledge and Skills			
Up-to-date knowledge of national examinations practice and procedures	√		Application/Interview
Good working knowledge of databases, spreadsheets and relevant software, including SIMS	√		Application/Interview
Knowledge of relevant legislation (e.g. Health and Safety, Data Protection)	√		Application/Interview
Working with precision and attention to detail	√		Application/Interview
Excellent ICT Skills including analysis and interpretation of data sets	√		Application/Interview
Ability to prioritise and manage workload own work and monitor the work of others.	√		Application/Interview
Excellent organisational, planning, coordination and influencing skills	√		Application/Interview
Project and supervision skills	√		Application/Interview
Work to tight timescales and conflicting demands	√		Application/Interview
Decision making and use of good judgement	√		Application/Interview
Excellent communication skills, both oral and written	√		Application/Interview
General/Personal Qualities and Characteristics			
Ability to be proactive and work on own initiative	√		Application/Interview
Ability to work accurately, including under pressure	√		Application/Interview

Ability to think and work independently, meet deadlines and keep calm in a crisis	√		
Ability to self-evaluate and actively seek opportunity for improvement	√		Application/Interview
Ability to work flexibly and collaboratively within a team environment	√		Application/Interview
Ability to maintain confidentiality	√		