**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Job: Examinations/Data Manager **Grade/Scale: BCP Band H, Points 24 - 27** | | | |
|  | **CATEGORY** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Training** | * Proficient in all office procedures * IT literate to a high standard * Knowledge of and confidence with different IT packages * Experienced in school examinations procedures * Holds a full UK driving licence | /  /  /  /  / |  |
| **Skills, Knowledge & Experience** | * Ability to organise workloads * Good time-management skills * Ability to work to deadlines * Ability to work under pressure * Self-motivated * Ability to work both on own initiative and as part of a team * Pro-active, thorough and accurate * Ability to gather information and report accurately to enable informed decision making * Experience in spreadsheet data analysis | /  /  /  /  /  /    /  /  / |  |
| **Aptitudes & Abilities** | * Confidence and excellent interpersonal skills * Creative approach to work coupled with an attention to detail * Ability to establish good and productive working relationships with a range of people including colleagues, and other professionals * Enthusiasm and capacity for hard work * Excellent attendance record | /  /      /  /    / |  |
| There is an expectation that all staff read, understand and comply with the policies and procedures set out within the school’s intranet and any statutory requirements.  CPD opportunities will be provided and where these are appropriate to the role and will be in line with annual appraisal targets. | | | |