

Exams Manager

PERSON SPECIFICATION

KNOWLEDGE

- Knowledge of School Examinations Management Processes
- Extensive knowledge of Information Technology and Management Information Systems
- Good understanding of information gathering, collation, analysis, preparation and presentation
- An understanding of systems analysis in the context of designing information systems to meet users needs
- An understanding of networking teacher and support staff colleagues
- Knowledge of government legislation affecting ICT information systems

SKILLS AND ABILITIES

- Excellent IT skills including designing spreadsheets and databases. Ability to use a Wide range of software applications. Data analysis and presentation skills
- Ability to communicate effectively and work with Senior Leadership team on a day to day basis. Capable of strategic organisation and management of information
- Ability to prioritise own workload (and that of others) to ensure that deadlines are met and information is communicated effectively
- Good team working and people management skills
- Ability to work with all levels of school personnel and also without supervision
- Good presentational skills to disseminate information to varied audiences.
- Ability to learn quickly, possess flexibility and be able to engineer change for better within the school
- To understand assessment and target utilisation of school data

EXPERIENCE

- Preferably experienced in School Examination and Information Systems
- Experience of managing Information and Data in a previous role
- Understanding of workplace reform and its implications in schools
- Staff management experience

TRAINING

- Capacity for further training both as participant and provider