



“Brookfield Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

Post title	Data and Exams Manager
Reporting to	Operations Manager/Assistant Headteacher (Assessment & Curriculum)
Responsible for	Data and Exams Assistants/Exam Invigilators
Contract type	Permanent, Full Time (37 hours per week), term time plus 2 weeks (41 weeks)

Essential	Desirable
QUALIFICATIONS/SPECIALIST KNOWLEDGE	
<ul style="list-style-type: none"> ▪ HNC/HND in Business Administration or equivalent. ▪ Experience of SIMS. 	<ul style="list-style-type: none"> ▪ Experience in line management. ▪ Relevant ICT qualifications
PROFESSIONAL EXPERIENCE	
<ul style="list-style-type: none"> ▪ Experience of the examination process. ▪ Experience in producing data within a school. 	
SKILLS AND APTITUDE	
<ul style="list-style-type: none"> ▪ Ability to work independently as well as part of a team with a clear sense of direction to pursue priorities in a consistent and determined way. ▪ Effective organisational skills. ▪ Excellent communication skills. ▪ Willingness to undertake professional development or additional qualifications if necessary. ▪ Ability to work to tight deadlines. ▪ Adaptable. 	
PERSONAL QUALITIES	
<ul style="list-style-type: none"> ▪ A genuine liking for children and young people. ▪ Enthusiasm and energy when working under time constraints. ▪ Evidence of good health, attendance and punctuality. ▪ A willingness to continue to learn and development oneself and others. ▪ A belief in, and commitment to comprehensive education. ▪ Be able to establish effective working relationships with colleagues. 	