

Person Specification

Post: Examinations Manager

Responsible to: Vice Principal: Curriculum and Development

E: Essential	D: Desirable
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Criteria			Method of Assessment
	E	D	
<u>Formal Qualifications</u>			
Degree or relevant professional qualification(s)		✓	Application
Educated to a minimum of A Level standard or equivalent	✓		Application
Professional qualification in planning and administering external exams or equivalent		✓	Application/Interview
A recognised management qualification, or evidence of training undertaken to acquire management skills		✓	Application/Interview
A willingness to undertake further professional development and to keep up to date with current practice in examinations and qualifications	✓		Application/Interview
<u>Background & Experience</u>			
Significant and successful experience of working in an examinations environment	✓		Application
Experience of use of exams databases and information systems	✓		Application
Successful experience of working with teams and providing advice/support to colleagues	✓		Application/Interview
Experience in a management role and/or experience of leading on a project		✓	Application/Interview
Knowledge and understanding of current developments in 14-19 education and qualifications		✓	Application/Interview
Successful experience of managing a budget and resources		✓	Application/Interview
Experience of data retrieval and manipulation	✓		Application
Ability to communicate effectively to a range of audiences (internal and external) through good interpersonal, written, oral and presentational skills	✓		Application/Interview

Strong team building skills with the ability to work as a strong team member to provide seamless, customer focussed service		✓	Application/Interview
Experience within a post 16 educational environment	✓		Application/Interview
<u>Skills, Ability & Values</u>			
1. Excellent interpersonal skills with the ability to develop working relationships with colleagues and managers	✓		Application/Interview
2. Problem solving and logistical skills	✓		Application/Interview /Task
3. The ability to formulate plans, implement, monitor and evaluate within tight deadlines	✓		Application/Interview/ Task
4. Proven commitment to equality of opportunity in a diverse and inclusive environment	✓		Application/Interview
5. A commitment to maintaining confidentiality	✓		Application/Interview
6. Excellent organisational skills and ability to work on own initiative, delegate duties and prioritise own workload and that of others to meet both internal and external deadlines	✓		Application/Interview
7. Methodical, systematic approach to work requiring care and attention to detail	✓		Application/Interview
8. Ability to work calmly under pressure	✓		Application/Interview
9. Excellent IT skills across a range of packages	✓		Application/Interview
10. Effective communication skills (written and spoken)	✓		Application/Interview
11. Commitment to the interest of students and continuous improvement of the service	✓		Application/Interview
12. Commitment to personal development	✓		Application/Interview
13. Willing to undertake other duties within the college and work as part of the wider college middle leadership team	✓		Application/Interview
14. Adaptability to changing circumstances, new ideas and a willingness to be flexible in working patterns as required	✓		Application/Interview
15. A commitment to ensuring the welfare and wellbeing of students and colleagues, and in particular, to safeguarding young people and vulnerable adults	✓		Application/Interview