

**SOLIHULL METROPOLITAN BOROUGH COUNCIL**

**ST. PETER'S CATHOLIC SCHOOL**

**Indicative Person Specification**

***This authority has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and requires all staff and volunteers to share this commitment.***

Post Title	<b>Examinations and Data Manager</b>
Salary Grade	<b>Band E</b>
Full-Time Salary Range (incremental progression subject to performance in post)	<b>£30,507 - £35,934</b>
Responsible to	<b>Assistant Headteacher/Deputy Headteacher</b>
Responsible for	<b>Administration Assistant, Exam invigilators and other exam assistants</b>

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Measured by</b>
Education and Qualifications	<ul style="list-style-type: none"> <li>• 5A*-C GCSE (or Equivalent) including English and Maths.</li> <li>• Level 3 Qualifications.</li> </ul>		Application form.
Experience	<ul style="list-style-type: none"> <li>• Proven experience in a customer facing role.</li> <li>• Proven experience in a responsible role.</li> <li>• Competent user of Microsoft Word and Excel.</li> <li>• Extensive knowledge of SIMS, including <i>Exams Manager</i> and <i>Assessment Manager</i>.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of <i>Profiles</i>.</li> <li>• Experience of working in a secondary school.</li> <li>• Experience of managing a small team.</li> </ul>	Application form & References.
Skills and Abilities	<ul style="list-style-type: none"> <li>• Excellent communicator (Both orally and in writing).</li> <li>• Good telephone manner, excellent interpersonal skills, including willingness to communicate with parents and students.</li> <li>• Effective team worker and listener.</li> <li>• Ability to work on own initiative.</li> <li>• Ability to work with data accurately and quickly.</li> <li>• Ability to remain reliable under pressure.</li> <li>• Attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>• Interested in learning new skills.</li> <li>• Able to develop innovative practice.</li> </ul>	Application form, Interview & Task.
Knowledge	<ul style="list-style-type: none"> <li>• JCQ regulations.</li> <li>• Use of Internet and comfortable around new technologies.</li> </ul>		Application form, Interview and Task.
Other requirements	<ul style="list-style-type: none"> <li>• Flexible approach to work and hours, with an ability to respond to varied requirements.</li> <li>• Be able to maintain confidentiality and deal with sensitive issues.</li> <li>• Good attendance record.</li> <li>• Able to support the Catholic Ethos of St. Peter's School.</li> </ul>		Interview.