

Examinations Leader and Data Support - Person Specification

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> Degree level. Evidence of continuous professional development. Experience of leading and managing the examination process, or similar processes. Candidates without direct experience should be able to show the ability to lead and manage the examination process. Experience of operating at a relatively senior level within an organisation. Experience of leading teams of people in a school or organisational setting. 	<ul style="list-style-type: none"> Exams leader related qualifications. First Aid qualification or be willing to complete First Aid training. 	Application form
Knowledge and skills:		
<ul style="list-style-type: none"> Proven leadership skills. Excellent communication and interpersonal skills. Ability to work independently, demonstrating initiative. Experience of managing a records management information system, preferably within an education environment. Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required. Ability to reconcile priorities, work to tight deadlines and problem solve. Knowledge of a variety of ICT systems including word, excel and publisher. Ability to mail-merge and create / manipulate data in Excel. Receptive to new ideas, approaches 	<ul style="list-style-type: none"> Knowledge of funding body requirements and regulations would be desirable. 	Application form Letter of application References Interviews

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<p>and challenges.</p> <ul style="list-style-type: none"> • An ability to communicate effectively with teachers, students, parents and multi agencies. • An ability to work autonomously and as part of a team. • Good organisation, time management, communication and interpersonal skills. • Good research and planning skills • Knowledge of the main aspects of the organisation of secondary schools. • Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information. • Knowledge of the rights and responsibilities of parents. • The ability to liaise with and gain the confidence of all school staff. • Ability to process and interpret complex information. • The ability to work flexibly. • Patience, resilience, tolerance and a genuine understanding of the difficulties that students may encounter with their school and home life. • The ability to find creative and imaginative solutions to problems • The ability to produce detailed, concise evaluative reports. 		
Safeguarding:		
<ul style="list-style-type: none"> • Shows a personal commitment to safeguarding and promoting the welfare and rights of young. • Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances. • Can demonstrate an ability to contribute towards a safe 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
environment.		