NEW MILLS SCHOOL

PERSON SPECIFICATION FOR EXAMS AND DATA MANAGER

Experience Skills and Knowledge and Understanding	Essential	Desirable	Assessment
Has experience of the management of examination entries and results		✓	AI
Has experience of the management of data and the production of a variety of reports		✓	AI
Has experience in using SIMS, ClassCharts, FFT Aspire, Nova T		✓	AI
Has a thorough working knowledge with a range of Microsoft products in particular Excel and Word	✓		AI
Can demonstrate in the current role, the capacity to work effectively and efficiently with a range of people at a professional level	✓		AR
Has excellent communication skills	✓		AR
Enjoys the company of young people and others typical of those one would expect in a school	✓		AR
Has the ability to use ICT effectively in a variety of areas	✓		AR
Is prepared to undertake professional training necessary to carry out the role effectively	✓		AIR
Is able to work independently and autonomously	✓		AR
Can maintain issues of confidentiality in the working environment	✓		R
Decision Making			
Has initiative and can work independently	✓		AR
Has the ability to convert challenges into success	✓		AR
Has an understanding of when to consult, make decisions and defer to others	✓		AIR
Communication and Self Management Skills			
Has the ability to communicate effectively to a range of different people	✓		AR
Is able to plan, organize, prioritise and manage their own personal time effectively	✓		AR
Will actively engage training activities and take responsibility for his/her own professional development	✓		AIR
Personal Attributes			
Can demonstrate personal impact and presence under-pinned by high expectations	✓		AR
Is committed, resilient, robust and resourceful	✓		IR
Has an excellent record of punctuality, attendance, reliability and integrity	✓		R
Can demonstrate fairness, honesty and integrity in his/her existing practice and conduct as a professional	✓		R
Can show a positive commitment to organizational principles	✓		R
Has a sense of humour particularly when facing difficult and challenging situations	✓		A

Can demonstrate the ability to work well as a team member and motivate people	✓		AR
Has the ability to work flexibly and in a responsive way with tact, discretion and confidentiality	✓		R

A = Application
I = Interview process
R = References