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| **PERSON SPECIFICATION**  **EXAMINATIONS AND DATA MANAGER** |

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| **Main Criteria** | **Essential Criteria** | **Desirable Criteria** |
| **Qualifications** | Educated at least to A Level. | * Evidence of significant personal development/ training within last 3 years * Typing or word processing qualifications |
| **Experience** | * Working with young people in a school environment. * Previous experience as an exams officer. * Using school based IT systems ie SIMS. * Awareness and knowledge of education administrative systems and how to manage these efficiently and effectively (policy and procedures). |  |
| **Skills** | * Excellent planning and organisation skills. * Excellent written and verbal communication. * High level of accuracy. * To be self-confident with both adults and young people. * Very good ICT skills. * Ability to show initiative and lead by example. * To be able to work as part of a team or on your own. * To have good communication and interpersonal skills when dealing with a range of stakeholders. |  |
| **Other** | * To have vitality and energy and take pride in making a significant contribution to a high performing team. * To be flexible and readily adapt to changing circumstances and demands. * To be able to work under pressure at times, but a good humour is essential. * To have strong awareness of professionalism and confidentiality. * To possess a relentless drive for excellence. * To be smartly dressed. * To uphold the Code of Expectation for staff as published in the Staff Handbook. * To comply with all safer recruitment checks. |  |

*‘This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.’*