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

|  |  |  |
| --- | --- | --- |
| **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.’*