

EXAMINATIONS & ASSESSMENT MANAGER: PERSON SPECIFICATION

Attributes	Essential	Desirable	Evidence
Education, Training and Qualifications	<ul style="list-style-type: none"> Five GCSEs grade C or above, including Maths and English 	<ul style="list-style-type: none"> Level 3 or higher qualifications Evidence of recent and relevant training 	Application form and letter
Experience and Knowledge	<ul style="list-style-type: none"> Can demonstrate in the current role, the capacity to work effectively with a range of people at a professional level Is able to work independently and autonomously as well as within a team 	<ul style="list-style-type: none"> Has a basic knowledge of how schools are organised and managed 	Application form, letter and reference
Self Management Skills and Abilities	<ul style="list-style-type: none"> Anticipate problems, develop creative solutions Set and achieve ambitious, challenging goals and targets for self Has the ability to communicate effectively with a wide range of different people and organisations Strong level of ICT skills Prioritise, plan and organise self Is highly organised with meticulous attention to detail Prepared to undertake professional training as necessary to carry out effectively Can maintain issues of confidentiality in the working environment 	<ul style="list-style-type: none"> Use of SIMS or equivalent 	Letter References Interview
Motivation and Personality	<ul style="list-style-type: none"> An interest in educational issues Enjoys the company of young people and others typical of those one would expect in a school Positive attitude Relentless optimism Initiative and self-motivator 		Letter References Interview
Personal	<ul style="list-style-type: none"> Calm disposition Willing to accept the demands and challenges of the post and respond in a flexible manner Excellent time-management and multi-tasking skills Ability to work under pressure and to tight deadlines Is committed, resilient, robust, resourceful, keen and enthusiastic Can demonstrate fairness, honesty and integrity in existing practice and conduct as a professional Can show positive commitment to organisational principles Committed to safeguarding and promoting the welfare of students and Ash Manor School 		References Interview
Safeguarding	<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.</p>		