



Data and Examinations Manager Person Specification

| CRITERIA | CATEGORY | METHOD OF ASSESSMENT |
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| 1. Education Standards/Qualifications | | |
| GCSE Equivalent in Maths and English at Grade C or above | Essential | Application Form/Interview |
| A-Level or Degree Level, or Equivalent Qualifications | Desirable | Application Form/Interview |
| 2. Experience and Knowledge | | |
| Experience and knowledge of management a school MIS (preferably SIMS) or other relevant software packages | Essential | Application Form/Interview |
| Experience and knowledge of how to manage internal and external examinations, and awareness of the relevant legislation and codes of practice | Desirable | Application Form/Interview |
| Experienced in the use of IT (Microsoft Word, Excel, Outlook and other relevant packages) | Essential | Application Form/Interview |
| Experience of working in a customer care focused environment | Desirable | Application Form/Interview |
| Previous experience in a similar role | Desirable | Application Form/Interview |
| 3. Personal Qualities/Skills | | |
| Excellent customer service skills | Essential | Application Form/Interview |
| Ability to communicate effectively at all levels | Essential | Application Form/Interview |
| Ability to maintain accurate records | Essential | Application Form/Interview |
| Ability to remain calm under pressure and deal with several situations at once | Essential | Application Form/Interview |
| Well organised and able to prioritise | Essential | Application Form/Interview |
| An ability to maintain all necessary confidentiality | Essential | Application Form/Interview |
| To be able to work as part of a team | Essential | Application Form/Interview |

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| 4. Commitment and Behaviours | | |
| Commitment to the Academy ethos and GAET Values | Essential | Interview |
| Commitment to equal opportunities, inclusion & Health & Safety policies | Essential | Interview |

Great Academies Education Trust is committed to safeguarding and protecting the welfare of children as its number one priority. This commitment to robust recruitment, selection and induction procedures includes an enhanced DBS disclosure.