Exams And Data Manager
PERSON SPECIFICATION

	Criteria	Essential	Desirable	Application Form	Certificates	Selection Process	Reference
Qualifications	Good general level of education with 4 GCSE Level C and above (including Maths and English)	✓		✓			
	ICT literate with good keyboard skills	✓		✓			
	Evidence of recent continuing professional development,		✓				
	Excellent knowledge of English and Grammar	✓					
Skills and Experience	Experience of working with secondary age children		✓				
	Use of MS Office, including Excel and Word	✓		✓			✓
	Experience of using in school management information systems (MIS) e.g. Bromcom, SIMS or Go4Schools	✓					
	Experience of working in an educational environment in a multi academy Trust or large academy.		✓	✓			
	Record of good time management skills and ability to prioritise work effectively		✓				✓
	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	✓		✓			✓
	Ability to relate well to students and adults in a work environment.	✓		✓			✓
	Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently.	✓					✓
	Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels.	✓					✓
	Ability to identify own training and development needs		✓	✓			
	Professional approach to duties and presentation.	✓					✓
	The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion.	✓					
	Capacity to work during school holiday periods	✓					
	A helpful, calm and organised manner. 'Can do' approach	✓					✓
	Liaise with invigilators in a professional manner to ensure staffing for all exams	✓					