

PERSON SPECIFICATION Data Manager and Examinations Officer		
	Essential	Desirable
Education and Qualifications		
A higher education qualification		✓
Good level of education to at least GCSE standard or equivalent with both Maths and English Language at grade C or above at GCSE level.	✓	
Experience		
Working with children, preferably in an education-based setting	✓	
Use of the Microsoft Office suite of applications, including Word and Excel	✓	
Working in a management-based role		✓
Knowledge and Understanding		
School Management systems (e.g.SIMs)	✓	
School Admissions systems		✓
Statutory school returns (e.g. school census)		✓
Child Protection Policies and Procedures	✓	
Good working knowledge of current best practice in schools' examination requirements	✓	
School timetabling		✓
Skills		
Ability to supervise students effectively, ensuring high expectations of behaviour are maintained	✓	
Work with guidance but under limited supervision	✓	
Liaise and communicate effectively with others on the telephone, in writing (both electronic and more traditional formats) and face to face	✓	
Demonstrate a high level of organisational skills	✓	
Ability to prioritise workload to meet deadlines	✓	
Personal Qualities		
Proactive approach and be able to work well under pressure	✓	
Excellent interpersonal and communication skills	✓	
Ability to work well independently and as part of a team	✓	
Punctual and reliable	✓	
High level of honesty and integrity	✓	
Organised and flexible as required	✓	
Further Requirements		
Willingness to work flexible hours on occasions, particularly during mock and public examinations	✓	
Need to maintain confidentiality on all school matters	✓	
Willingness to learn and develop and to undertake training courses that are relevant to the duties of the post	✓	
Willingness to be involved in internal and external meetings	✓	
Be supportive of all safeguarding policies and procedures and to be aware of different types of abuse	✓	
Willingness to engage in the wider life of the school	✓	