**Person Specification**

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| ***Person Specification – Examinations Manager*** |
| **CRITERIA** |  | E/D |
| **EXPERIENCE/****KNOWLEDGE** | 1. Office administration & management
2. Running exams in an educational setting
3. Experience of SIMS/Go4Schools
4. Excellent IT and administrative skills
5. Advising Senior Leadership Teams
6. Managing Staff
 | DDDEDD |
| **TECHNICAL JOB-RELATED SKILLS** | 1. Competent in use of word processing and excel software.
2. Communicate clearly and concisely both orally and in writing (High standard of verbal and written communication skills)
3. Sound organisational skills
4. Aware of the Joint Council for Qualifications (JCQ) regulations or equivalent
5. Aware of current developments in the secondary school/college curriculum and examination systems
 | EEEDD |
| **PERSONAL JOB-RELATED SKILLS** | 1. Accuracy & attention to detail
2. Strong planning and highly organised
3. Ability to work under pressure and meet deadlines.
4. Strong interpersonal and communication skills
5. Work without close supervision

• Adapt quickly to changes to regulations and processes | EEEEEE |
| **EDUCATION QUALIFICATIONS** | 1. Equivalent of 5 GCSE subjects at Grade C or above
2. Higher Level Qualifications (A-Levels/Degree)
3. Commitment to Continued Professional Development
 | DDE |
| **OTHER REQUIREMENTS** | 1. Willingness to be flexible with working hours to respond to the school’s needs.
2. Commitment to uphold School Equalities Policy
3. Commit to safeguarding and promoting the welfare of young people.
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