

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Notre Dame High School Person Specification

Job Title: Examinations and Cover Manager

Specification	Criteria	Evidenced by
	Essential Desirable	Application Interview Reverences
Knowledge, skills & experience		
Working in an administration environment	E	Application Interview Refs
Calmness under pressure	E	Application Interview Refs
Communicate clearly and concisely both orally and in writing (High standard of verbal and written communication skills)	E	Application Interview Refs
Interact with others in a positive way (Effective interpersonal skills working with a range of internal and external stakeholders)	E	Application Interview Refs
Proficient in the use of a range of IT software packages	E	Application Interview Refs
Time management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlines	E	Application Interview Refs
Work with a high degree of accuracy	E	Application Interview Refs
People management – including management of a team of invigilators or equivalent	D	Application Interview Refs
Handling difficult conversations	D	Application Interview Refs
Aware of the Joint Council for Qualifications (JCQ) regulations or equivalent	D	Application Interview Refs
Aware of current developments in the secondary school/college curriculum and examination systems	D	Application Interview Refs
Aware of qualifications contributing to performance tables (school and/or college performance measures)	D	Application Interview Refs

Working in a school/college environment	D	Application Interview Refs
Managing the examination process within an educational setting	D	Application Interview Refs
Using a management information system (MIS) within an educational setting or equivalent	D	Application Interview Refs
Working with databases and managing data input	D	Application Interview Refs
Complying with the requirements of regulatory bodies	D	Application Interview Refs
Strong negotiation skills	D	Application Interview Refs
Personal qualities, values and attributes		
Honesty /Integrity	E	Application Interview Refs
Adapt quickly to changes to regulations and processes	E	Application Interview Refs
Work in a confidential manner and observe and adhere to data protection regulations – e.g. Data Protection Act 2018 and General Data Protection Regulation (GDPR)	E	Application Interview Refs
Commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment	E	Application Interview Refs
Subject / post specific requirements		
Attainment of 'A' level qualifications or equivalent (as an alternative to qualifications, be able to demonstrate equivalent skills through work experience).	E	Application Interview
Attainment of GCSEs in Maths and English (Minimum Grade 4)	E	Application Interview
To have achieved <i>The Exams Officer Professional Standards</i>	D	Application Interview
To have completed previous JCQ accredited training in a similar role	D	Application Interview