



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

PERSON SPECIFICATION

JOB TITLE: Examinations Manager

GRADE: 6

JOB REF: AAAE5032

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Good standard of education including GCSE Maths & English Grade C or above 	<ul style="list-style-type: none"> • Educated to at least A level standard 	Application
Experience	<ul style="list-style-type: none"> • Previous administrative experience • Proven experience in a role of responsibility • Working with people at all levels 	<ul style="list-style-type: none"> • Experience of ARBOR • Previous school experience • Previous experience in an exam's role 	Application Interview
Job related Knowledge	<ul style="list-style-type: none"> • Good level of ICT Skills including working knowledge of databases and spreadsheets 	<ul style="list-style-type: none"> • Knowledge of examinations practice and procedures 	Application Interview Task
Skills and Aptitudes	<ul style="list-style-type: none"> • Excellent communication skills • Excellent interpersonal skills • Ability to maintain a high level of accuracy and attention to detail • Ability to function under pressure, establish priorities and work to strict deadlines • Good organising and time management skills 		Application Interview
Other requirements	<ul style="list-style-type: none"> • Confident • Positive and motivated • Initiative • Co-operative • Ability to keep calm and contribute to the resolution of problems • Co-operative/able to work with people at all levels • Dependable and reliable • Flexible – must be willing to meet examination commitments during the examination season 		Interview