



Person Specification
Examinations Manager



Attributes	Essential	Desirable	How Identified
Relevant Experience	<p>Appropriate experience in administration</p> <p>Proven track record of working with a team</p>	<p>Experience of working in a school and/or with young people</p> <p>Knowledge of SEND / appropriate Access Arrangements</p>	<p>Application Form</p> <p>References</p> <p>Application Form & Interview</p>
Personal Characteristics	<p>Punctual, hardworking and committed</p> <p>Honest & trustworthy with the highest standards of integrity</p> <p>Work with a high degree of accuracy in all areas, spotting and correcting any errors</p> <p>Willingness to learn new skills, acquire new areas of knowledge and think creatively</p> <p>Willing and able to learn and operate new IT systems and databases</p> <p>Helpful, approachable and positive nature. Ability to stay calm;</p> <p>Proactive, adaptable and able to take ownership of tasks and work with minimal supervision</p> <p>Good interpersonal and communication skills with children and adults</p>		<p>Interview and References</p> <p>Interview and References</p> <p>Application Form & Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
Knowledge & Skills	<p>Good IT skills (Microsoft Office, e-mail etc)</p> <p>Effective inter-personal skills with the ability to work with, and lead a team</p> <p>Excellent written communication skills</p> <p>Excellent time management, flexible, highly organised and able to multi-task and prioritise own work and that of others to meet deadlines</p>	<p>Knowledge of SIMs</p> <p>Knowledge of SIMs Exams module</p>	<p>Application Form & Interview</p> <p>Interview</p> <p>Application Form</p> <p>Application Form, references & Interview</p>

<p>Additional Factors</p>	<p>Right to Work in the UK</p> <p>Genuine desire to work in a school / with young people, supporting them to achieve the best outcomes possible</p> <p>The post holder must be committed to safeguarding and promoting the welfare of all students</p>	<p>D1 Driving Licence</p>	<p>Application Form & Interview</p> <p>Interview & DBS check</p>
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