

**PERSON SPECIFICATION – EXAMS AND DATA MANAGER**

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|  | **CRITERIA** | **ESSENTIAL (E)**  **DESIRABLE (D)** | | **METHOD OF**  **ASSESSMENT** |
|  |  | **E** | **D** | Application – A  Interview – I  References - R |
|  |  |  | |  |
| **EXPERIENCE** | | | | |
|  | Proven experience of working in a busy, pressurised administrative role (minimum 1 year) | 🗸 |  | A, I, R |
|  | Experience of communicating with a range of stakeholders both face to face and by telephone | 🗸 |  | A, I, R |
|  | Experience of working in an educational environment |  | 🗸 | A, I |
|  | Experience of examination administration |  | 🗸 |  |
|  |  |  | |  |
| **QUALIFICATIONS / TRAINING** | | | | |
|  | English & Maths GCSE Grade C/4 or above | 🗸 |  | A, I |
|  | Understanding of Exams Management Systems |  | 🗸 | A, I |
|  | ICT qualifications in Word and Excel |  | 🗸 | A, I |
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| **APTITUDES AND ABILITIES** | | | | |
|  | Ability to work on own initiative and as a member of a team | 🗸 |  | I, R |
|  | To be well organised and manage ever competing priorities | 🗸 |  | A, I, R |
|  | High level of computer skills in commonly used office packages such as Microsoft Office particularly Excel, Access and PowerPoint | 🗸 |  | A, I, R |
|  | Experience of MIS and Examination software |  | 🗸 | A, I, R |
|  | Excellent communication skills – verbal and written | 🗸 |  | I, R |
|  | Strong skills including recording, monitoring and managing student assessment and reporting systems |  | 🗸 | A, I, R |
|  | High level of confidentiality | 🗸 |  | A, I, R |
|  | Ability to manage a team | 🗸 |  | I |
|  | Attention to detail and accuracy | 🗸 |  | A, I, R |
|  | Ability to work to tight deadlines | 🗸 |  | A, I, R |
|  |  |  | |  |
| **ATTITUDE / MOTIVATION** | | | | |
|  | Commitment to supporting the staff and students | 🗸 |  | I |
|  | Enthusiastic and cheerful | 🗸 |  | I |
|  | Flexible and adaptable | 🗸 |  | I |
|  | Keen to acquire and develop skills | 🗸 |  | I |