



Person Specification

JOB TITLE:	Examinations and Data Manager
STATUS:	Current

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Qualifications					
1. Mathematics and English GCSE to grade C/4 or above	E	✓			✓
2. Relevant Level 3 or equivalent qualifications	E	✓			✓
3. Higher relevant professional development	D	✓			✓
4. Willingness to undertake further training	E	✓			✓
Experience					
5. Working in a school workplace/ educational environment	E	✓		✓	
6. Proven database experience with emphasis on reporting, information management, analysing trends and data presentation	E	✓		✓	
7. Working in an examinations officer role	D	✓		✓	
8. Managing and leading a team of staff	D	✓		✓	
Skills, Knowledge and competencies					
9. Excellent working knowledge of Microsoft software, in particular Excel and Exams Assit	E	✓	✓		
10. Ability to work under pressure to a high degree of accuracy and meet deadlines.	E	✓		✓	

11. Understanding of policy and procedures pertaining to examinations and Exam Board requirements	D	✓			
12. Ability to use the following packages: - MIS Packages - Exam and data related software	D	✓			
13. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviors and attitudes to use authority and maintaining discipline.	E	✓	✓	✓	
14. Excellent communication skills, both verbal and written	E	✓		✓	
15. Excellent organisational skills	E	✓		✓	
16. Be flexible in approach to work and amenable to change at short notice	E	✓		✓	
17. Be able to work as an individual and as part of a team	E	✓		✓	
18. Excellent interpersonal skills	E	✓		✓	
Other					
19. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓			✓
20. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
21. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E			✓	