**Person Specification – Examinations Manager**

*The successful candidate will be suitably qualified with a breadth of relevant experience and capable of* *inspiring trust and confidence across a diverse range of learners, colleagues and parents/carers.*

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|  | **Essential** | **Desirable** |
| **Qualifications /Training** | Educated to a minimum of A-Level standard or equivalent | BTEC level 4 Professional Certificate in Planning and Administering External Exams or equivalent or the willingness to work towards this qualification |
| **Relevant Experience** | Previous experience working in an examinations environment  Experience of using exams databases and information systems | Experience of data retrieval and manipulation  Experience of managing a team |
| **Knowledge and understanding** | Knowledge of post-16 qualifications including ‘A’ Levels and BTEC programmes |  |
| **Skills and aptitudes** | Excellent communication skills, both oral and written  Ability to work well with others including colleagues and external contacts  Excellent organisational skills and ability to prioritise own workload and that of others to meet externally imposed deadlines  Have a methodical, systematic approach to work requiring care and attention to detail  Ability to work calmly under pressure  Ability to delegate duties  Ability to work on own initiative  Good IT skills |  |
| **Special Requirements** | Enhanced DBS clearance  Compliance with all Academy and Trust policies  Committed to safeguarding and promoting the welfare and success of all learners  The implementation of equal opportunities practice. |  |