**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 environmentExperience of using exams databases and information systems | Experience of data retrieval and manipulationExperience 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 writtenAbility to work well with others including colleagues and external contactsExcellent organisational skills and ability to prioritise own workload and that of others to meet externally imposed deadlinesHave a methodical, systematic approach to work requiring care and attention to detailAbility to work calmly under pressureAbility to delegate dutiesAbility to work on own initiativeGood IT skills |  |
| **Special Requirements** | Enhanced DBS clearanceCompliance with all Academy and Trust policiesCommitted to safeguarding and promoting the welfare and success of all learnersThe implementation of equal opportunities practice. |  |