



Person Specification

EXAMS MANAGER

The successful candidate will be well motivated, have a genuine interest in supporting young people, able to use their initiative and enjoy the level of responsibility involved in the post.

	Essential	How Assessed	Desirable
Qualifications	Good general education to GCSE standard	A	
Experience	Experience with working with young people	A/R	Previous experience in a school or educational setting.
Specific Skills (attributes and abilities)	- Good organisational and administrative skills. - Experience in managing exams or similar processes. - Excellent communication and interpersonal skills. - Ability to work under pressure and meet strict deadlines. - High level of accuracy and attention to detail.	I/R A/I/R I/R I/R	- Knowledge of JCQ regulations and exam board procedures. - Experience with MIS systems.
Motivation	- Willing to expand on current experience - Evidence that work is important to personal satisfaction - Commitment to school	I I/R I	
Personal Qualities	- Reliability - Honesty and professionalism - A positive attitude to the school at all times - A positive and professional approach within the working environment - Good interpersonal skills and the ability to establish good working relationships with students and staff - Flexibility to work as part of a team.		

A = Application

R = Reference

I = Interview