



Person Specification

Post: Exams Manager and Data/Admin Assistant

ESSENTIAL	DESIRABLE
Qualifications	
<ul style="list-style-type: none"> • Level 2 qualification in English and Mathematics • Evidence of appropriate professional development / a willingness to undertake additional qualifications if necessary 	<ul style="list-style-type: none"> • Relevant ICT qualifications
Professional Experience	
	<ul style="list-style-type: none"> • Experience of working in a school • Experience of the examination process • Experience of providing administrative support
Skills and Aptitudes	
<ul style="list-style-type: none"> • Ability to work independently as well as part of a team with a clear sense of direction, to pursue priorities in a consistent and determined way. • Effective organisational skills • Excellent communication skills • Ability to work to deadlines • Good level of ICT knowledge and skills • Adaptable 	
Specialist Knowledge	
<ul style="list-style-type: none"> • Use of a range of computer based programs such as word, excel 	<ul style="list-style-type: none"> • Use of SIMS
Personal Qualities	
<ul style="list-style-type: none"> • A genuine liking for children and young people • Enthusiasm and energy when working under time constraints • Evidence of good health, attendance and punctuality • A willingness to continue to learn and develop oneself and others • A belief in and commitment to comprehensive education • Be able to establish effective working relationships with colleagues. 	