



**HALL GREEN SCHOOL  
PERSON SPECIFICATION  
POST: EXAMINATIONS MANAGER**

**Salary Range/Grade:** Grade 3, Point 15-22

**Responsible to:** Deputy Headteacher – Raising Standards Leader

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Qualifications	<ul style="list-style-type: none"> <li>• Good standard of education to GCSE level or equivalent</li> </ul>	A, I, Q	<ul style="list-style-type: none"> <li>• Professional qualification and/or training in relation to Examination Management in an educational environment</li> </ul>	A, I, Q
Professional Experience	<ul style="list-style-type: none"> <li>• Experience of working in an educational setting</li> <li>• Experience of supervising/organising a small team</li> </ul>	A, I  A, I	<ul style="list-style-type: none"> <li>• Experience of managing examinations</li> </ul>	A, I
Skills	<ul style="list-style-type: none"> <li>• Has a competent command of written and spoken English</li> <li>• Excellent ICT skills</li> <li>• Ability to maintain paper and electronic information systems</li> <li>• Working knowledge of relevant policies and awareness of relevant Examination legislation</li> </ul>	A, I  A, I  A, I		

	<ul style="list-style-type: none"> <li>• Can demonstrate initiative and sound judgement and manages high levels of responsibility</li> </ul>	A, I		
<b>Attributes</b>	<b>Essential</b>	<b>How Measured</b> A – Application I – Interview Q – Qualification R – Reference	<b>Desirable</b>	<b>How Measured</b> A – Application I – Interview Q – Qualification R – Reference
Skills continued	<ul style="list-style-type: none"> <li>• Ability to plan and prioritise workload to meet strict deadlines, whilst maintaining a high standard of work and accuracy</li> <li>• Ability to work with minimal supervision and to work constructively as part of a team</li> <li>• Ability to respond effectively to problems</li> <li>• Can remain calm and controlled under pressure</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with students</li> <li>• Ability to form and maintain positive working relationships with staff</li> <li>• Work in a confidential manner adhering to all regulations and policies</li> </ul>	A, I  A, I  A, I  A, I  A, I		
Knowledge and understanding	<ul style="list-style-type: none"> <li>• Knowledge and understanding of safeguarding</li> </ul>	A, I	<ul style="list-style-type: none"> <li>• Knowledge and understanding of examination boards</li> </ul>	A, I
Personal Attributes	<ul style="list-style-type: none"> <li>• Able to adapt to changing circumstances and new ideas in a positive and creative manner</li> <li>• Has high expectations of self and others</li> <li>• Energy and enthusiasm</li> <li>• Integrity and loyalty</li> <li>• A good sense of humour</li> <li>• Resilience, determination and passion to succeed</li> <li>• Kind and empathetic</li> </ul>	A, I  A, I  A, I  A, I  A, I, R  A, I		
Equal Opportunities	<ul style="list-style-type: none"> <li>• Knowledge of and commitment to equal opportunities issues as they relate to education and schools</li> </ul>	A, I, R		

Safeguarding	<ul style="list-style-type: none"> <li>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</li> </ul>			
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We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Hall Green School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment. Successful applicants will be required to undergo pre-appointment checks appropriate to the post, including checks with past employers and Enhanced Disclosure and Barring Checks.