

## Data & Exams Manager Person Specification

The successful applicant will be able to demonstrate the following minimum requirements in their career to date.

	Essential Skills	Desirable Skills
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level or equivalent.</li> <li>• Level 3 or higher qualification in a relevant discipline.</li> </ul>	<ul style="list-style-type: none"> <li>• Level 4 or higher qualification in a relevant discipline.</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of the public examinations process.</li> <li>• Managing and implementing recording and reporting systems.</li> <li>• General clerical/administrative experience.</li> <li>• Experience of using Microsoft Office Suite.</li> <li>• Excellent IT skills – confident IT user.</li> <li>• Experience of using SIMS or similar database.</li> <li>• Experience of managing statutory returns.</li> <li>• Understand and comply with procedures and legislation relating to confidentiality and Data Protection.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the education sector and, ideally, for a multi academy trust.</li> <li>• Experience of liaising with parents, external agencies etc.</li> <li>• Management of public examinations process.</li> <li>• Experience of school timetabling</li> </ul>
<b>Skills/abilities</b>	<ul style="list-style-type: none"> <li>• Ability to accurately input information on a database.</li> <li>• Ability to absorb, understand and disseminate a wide range of information and deal with confidential issues appropriately.</li> <li>• Excellent communication skills in writing and orally at all levels.</li> <li>• Ability to communicate effectively with staff, students, parents and agencies/ statutory bodies etc. and maintain good working relationships.</li> <li>• Ability to work under pressure while maintaining a positive, professional attitude.</li> <li>• Ability to work as part of a team.</li> <li>• Ability to manage a variety of competing priorities and meet deadlines.</li> <li>• Ability to formulate ideas and solutions and present them effectively.</li> <li>• Ability to be flexible with start and end times and to work some evenings, such as Open Evening and Parents Evenings to effectively meet the needs of the role.</li> <li>• Proven organisational skills with a high level of accuracy.</li> <li>• Ability to be flexible and to adapt to changing and challenging circumstances.</li> <li>• Operate calmly and effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Management of staff.</li> <li>• Ability to deal with conflict.</li> <li>• Ability to motivate.</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Well organised.</li><li>• Self-motivated.</li><li>• High level of initiative.</li><li>• Calm under pressure/resilient.</li><li>• Personable and approachable.</li><li>• Professional in appearance, manner and attitude.</li><li>• Willingness to be flexible.</li><li>• Good record of attendance and punctuality.</li></ul>	
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