

Examinations Manager Person Specification

Requirement	Essential	Desirable
Qualification	<ul style="list-style-type: none"> English and Maths GCSE A* - C (or equivalent) 	
Experience	<ul style="list-style-type: none"> High level of competency in ICT (email, Word, Excel, Powerpoint, SIMs etc) Excellent communication skills both written and oral and the ability to communicate effectively with staff, students and third parties. 	<ul style="list-style-type: none"> Experience of working within a schools examinations office
Leadership and Management	<ul style="list-style-type: none"> Ability to delegate, monitor and evaluate information Ability to lead by example and inspire others to achieve positive results A commitment to the protection and safeguarding of young people and an up to date knowledge of Child Protection procedures 	<ul style="list-style-type: none"> Evidence of good working relationships with students, staff and the wider school community
Knowledge and Skills/Teaching and Learning	<ul style="list-style-type: none"> Excellent interpersonal skills and the ability to work within a team environment Proven organisational skills and the ability to prioritise in a busy school environment 	
Personal Qualities	<ul style="list-style-type: none"> Adaptable and flexible approach Ability to demonstrate an understanding of the importance of care, sensitivity and confidentiality when dealing with pupils, staff, parents and governors A well organised person able to manage time effectively, to delegate, to prioritise and to meet deadlines Ability to build, support, motivate and work as part of a high performing team 	<ul style="list-style-type: none"> Thinking creatively to anticipate and solve problems.