PERSON SPECIFICATION

Job Title: Exams and data manager

Specification	Essential	Desirable
Knowledge, skills and abilities	- Communicate clearly and concisely both orally and in writing - High standard of verbal and written communication skills - Proficient in the use of a range of IT software packages - Analyse data - Time management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlines - Follow relevant policies, procedures and regulation to complete work - Adapt quickly to changes to regulations and processes - Deal with enquiries in a professional and sensitive manner - Work in a confidential manner and observe and adhere to data protection regulations – e.g. Data Protection Act 2018 and General Data Protection Regulation (GDPR)	- Manage and maintain the integrity and confidentiality of the exams system - Aware of the Joint Council for Qualifications (JCQ) regulations or equivalent - Aware of current developments in the secondary school/college curriculum and examination systems - Aware of qualifications contributing to performance tables (school and/or college performance measures) - Undertake relevant training and development opportunities
Personal Qualities	- Honesty - Integrity - Calmness under pressure - Interact with others in a positive way - Flexibility (to work with and support other teams at quiet times of the year for exams) - Work with a high degree of accuracy and attention to detail - Work without close supervision - Work well both as part of a team and independently, demonstrating initiative to suggest ideas to make improvements) - Effective interpersonal skills working with a range of internal and external stakeholders	Ability to solve problems through applying own expertise
Experience	- Working in an administration environment - Managing own workload - Completing tasks to deadlines - Working on several different projects/areas at the same time - Dealing with confidential matters - Using online tools - Working with databases and managing data input	- Working in a school/college environment - Managing the examination process within an educational setting - Complying with the requirements of regulatory bodies - Advising senior leadership teams - Managing staff - Using a management information system (MIS) within an educational setting or equivalent