

Person Specification – Examinations and Cover Manager

	JOB REQUIREMENTS	Essential	Desirable	Assessment method
Knowledge, Experience and Skills	Working knowledge of exams regulations	✓		A/I
	High level IT skills in Microsoft Office: Word, Excel, PowerPoint plus email and the web, and exams systems	✓		A
	Proven practical experience of working in a busy exams environment	✓		I
	Team management experience including supervision, appraisal and disciplinary procedures		✓	A/I
	Experience of managing exams budgets		✓	A/I
	Experience of working in Education	✓		A
Qualifications	Good level of literacy and numeracy eg GCSE Maths and English or substantial relevant experience	✓		A
	Degree		✓	A
Other Skills	The ability to take charge and manage a team and assist them in prioritizing and organizing their tasks	✓		A/I
	Ability to work under pressure and manage conflicting deadlines and priorities	✓		I
	Excellent record keeping, information retrieval and dissemination of data/documentation	✓		A
	Flexible and responsive to changing needs	✓		I
	Evidence of working in an environment where experiences included taking initiative and self motivation		✓	A/I

	Proactive, organized and methodical, with an ability to grasp detail and complexity and reach appropriate resolutions	✓		I/T
	Demonstrable attention to detail and good listening skills	✓		I
	Ability to work independently and as part of an effective team	✓		A
	Ability to collate, interpret and analyse data effectively and accurately	✓		I/T
	Able to appropriately deal with confidential or sensitive information	✓		I
	High level of personal and professional commitment	✓		A/I
	Flexible approach to duties and to working hours, to ensure examinations run smoothly	✓		I
Interpersonal Skills	Strong interpersonal skills with the ability to motivate/influence others to ensure deadlines are met		✓	A/I
	Ability to build excellent partnerships with a wide range of colleagues and examining bodies	✓		I
	Enjoys working with young people		✓	I
	Good written and oral communication skills	✓		A/I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I