Person Specification

Job Title: Assistant Data and Exams Manager

Experience	Essential	Desirable
Working with Statistical analysis, management information and data collection	✓	
The use of ICT Systems and software, particularly Excel	✓	
The use of MIS software (SIMS.Net / Progresso / Arbor)	✓	
In the planning and running of exams in an education setting	✓	
Education and Training		
English and Maths GCSE at Grade C or Higher	✓	
Degree or Equivalent Qualification		✓
Evidence of Relevant Professional Development and Qualifications		✓
Ability and Skills		
Work on own Initiative – think out-side the box for problem solving	✓	
Self-Motivation and ability to motivate others within your team	✓	
Effective in developing relationships with a wide range of people including practitioners outside the department	✓	
Ability to work closely with SLT, Business Manager and teaching staff	✓	
Ability to analyse data	✓	
Ability to present data in a clear and concise manner for a range of audiences	✓	
Effective organisational skills	✓	
Effective communication skills	✓	
Accurate record keeping	✓	
Effective encouragement of all staff to adhere and meet deadlines	✓	