

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>Exams Co-ordinator</b>
<b>Post Ref No:</b>	
<b>Directorate:</b>	<b>Children and Young People</b>
<b>Division:</b>	<b>Schools</b>
<b>Grade:</b>	<b>HBC5</b>

<b>MAIN PURPOSE OF THE JOB:</b>
To coordinate the management, administration and organisation of the Examination systems, admissions processes and data collection/analysis, under the direction of the Strategic Systems and Data Manager

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education and Qualifications	NVQ 3 or equivalent qualification Proven literacy and numeracy skills	Degree level qualification Experience in admissions and data management	Application Form Reference Certificate
Experience		Experience of co-ordinating school examinations Experience of organising exam invigilators to facilitate examinations	Application Form

		<p>Experience of working with exam boards to meet their exam requirements</p> <p>Experience of policy development and interpreting statutory legislation to inform change.</p> <p>Experience of using school data to produce reports for various audiences</p>	
Skills and Abilities	<p>Ability to use IT effectively</p> <p>Ability to adapt to new developments and changes.</p> <p>Ability to relate well to children and adults</p> <p>Able to work as part of a team</p>		Application Form /Interview
Other Requirements	<p>Knowledge of relevant equipment and resources (computers, software and applications)</p> <p>An excellent knowledge of school management information system with specific focus on the modules which support exams, admissions and assessment.</p> <p>A commitment to Continuous Professional Development</p>	<p>Knowledge of relevant policies/codes of practice and associated legislation (eg., restriction on downloading, child protection copyright)</p>	Application Form /Interview

