



St Augustine's Catholic College

Wingfield Road

Trowbridge

Wiltshire

BA14 9EN

Tel No 01225 350001 - Fax No 01225 350002

PERSON SPECIFICATION – EXAMS AND DATA MANAGER

Area	Essential	Desirable
Education	Good standard of general education including Numeracy, Literacy and ICT skills.	Data management qualifications
Experience	Successful previous experience in the administration of public examinations and accreditation procedures. Experience of data reporting processes. Working knowledge of SIMS including the Examination and Course Manager modules Working knowledge of SISRA	Experience of working in a school environment.
Communication	Ability to consult effectively with students and colleagues	
Working with others	Ability to forge networks and links with internal and external partners. Ability to work effectively as part of the wider College community. Ability to manage a team of invigilators.	
Other knowledge	Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act. Understanding of the context in which schools operate. An understanding of Health and Safety and safeguarding issues relevant to the post.	

<p>Personal Qualities</p>	<p>Ability to prioritise workload, work under pressure and to deadlines.</p> <p>Good communication and written skills.</p> <p>Ability to work flexibly within a team.</p> <p>Demonstrate a discreet, confidential and professional attitude at all times.</p> <p>Willingness to undertake training.</p> <p>Good communication skills.</p> <p>Good time management skills – be able to prioritise work.</p> <p>Able to keep calm in difficult situations</p> <p>Attendance at events beyond school hours, by agreement.</p>	
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