

**ROCHDALE BOROUGH COUNCIL**  
**PERSON SPECIFICATION**

Examinations Manager

Grade 5 (SCP) 12-17

**Note to Applicants**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

| ATTRIBUTES                           | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | HOW IDENTIFIED                            | DESIRABLE                                                                                                                                                                                                                                       | HOW IDENTIFIED                            |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>QUALIFICATIONS AND EXPERIENCE</b> | <ul style="list-style-type: none"> <li>• To possess GCSE English and Mathematics at Grade A*- C or Level 9-4, or an alternative Level 2 qualification in Literacy and Numeracy.</li> <li>• Experience/knowledge of school procedures particularly related to examinations.</li> <li>• Experience of a range of administration tasks.</li> <li>• Experience of analysis of data and statistics.</li> <li>• Experience of use of ICT, particularly in relation to Microsoft Office, databases and internet/email.</li> <li>• Presentation skills for training delivery re invigilators etc (JCQ/D of E training).</li> </ul> | Application Form/Checking of Certificates | <ul style="list-style-type: none"> <li>• ECDL qualification.</li> <li>• Experience of working within a school setting.</li> <li>• Experience of exam invigilation.</li> <li>• Level 2 certificate in Supporting the Wider Curriculum</li> </ul> | Application Form/Checking of Certificates |

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| <b>SKILLS AND KNOWLEDGE</b>       | <ul style="list-style-type: none"> <li>• Ability to supervise other staff and groups of pupils.</li> <li>• Ability to work effectively under pressure.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Excellent organisational skills.</li> <li>• Ability to continually develop and extend own working practices.</li> <li>• Experience of working as part of a team and also under your own initiative to solve problems.</li> <li>• An understanding of school roles and responsibilities.</li> <li>• Understanding of the importance of safeguarding/ child protection when working in a school setting.</li> </ul> | Application Form/Interview |  | Application Form/Interview |
| <b>SPECIAL WORKING CONDITIONS</b> | <ul style="list-style-type: none"> <li>• Ability to attend occasional meetings out of school hours.</li> <li>• Willingness to participate in relevant training and development opportunities.</li> <li>• Flexible in approach and able to meet the changing demands of the role.</li> <li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li> </ul>                                                                                                                                                                                                                           | Application Form           |  |                            |