



THE RIPLEY ACADEMY
PERSON SPECIFICATION

Post: Exams Manager and Assistant to the School Services Director

	ESSENTIAL	DESIRABLE	When evaluated
QUALIFICATIONS	<ul style="list-style-type: none"> Educated to GCSE standard, at least Grade C/level 5 in Maths and English 		Application
SKILLS	<ul style="list-style-type: none"> Excellent social, communication and literacy skills Well organised, able to prioritise work load Ability to work in a flexible and responsive way with tact, discretion and confidentiality Conscientious attention to detail Ability to work as a team Ability to work independently, self-motivated Use of Microsoft word and excel to a high standard 	<ul style="list-style-type: none"> Ability to be proactive and take initiative Ability to manage staff, including Invigilators 	Application and interview
KNOWLEDGE	<ul style="list-style-type: none"> Full knowledge of the exams procedure Knowledge of HR procedures especially relating to Safer Recruitment Use of SIMS 	<ul style="list-style-type: none"> Use of school MIS including Nova T and SISRA 	Interview
EXPERIENCE	<ul style="list-style-type: none"> Previous working in a school exams department 	<ul style="list-style-type: none"> Experience of managing the school examinations process Working in a school HR environment 	Application and interview

Safeguarding Children and Safer Recruitment

The Ripley Academy is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must have the right to work in the UK and will be subject to an enhanced DBS check prior to taking up appointment.