



Person Specification: Examinations Manager

Assessed by application (A)

Assessed by the recruitment process (R)

Criteria	Essential	Desirable
Qualifications and Education		
A good standard of English and Maths at GCSE A*-C GCSE, or equivalent.	A	
Appropriate First Aid Training		A
Experience		
Experience of managing student behaviour		A
Experience of working in a secondary school		A
Skills and Abilities		
Excellent interpersonal communication skills, including influencing skills	R	
Ability to maintain a positive and calm learning environment	R	
Ability to work successfully as part of a team	R	
Ability to keep accurate records	R	
Ability to exercise discretion and judgement	R	

Ability to be flexible and use initiative	R	
Patience and resilience	R	
Numeracy and literacy skills	R	
Excellent interpersonal communication skills, including influencing skills	R	
Ability to maintain a positive and calm learning environment	R	



Magna Academy Poole
an Aspirations Academy

Knowledge		
Be familiar with the full range of school policies, particularly those regarding health and safety, equal opportunity issues and special educational needs (SEN)	R	
Knowledge of child protection and safeguarding		
Knowledge of behaviour management techniques and behaviour intervention strategies	R	
An basic understanding of the school curriculum and the needs of learners	R	
Knowledge of the potential barriers to learning	R	