



EXAMS MANAGER

| ESSENTIAL | DESIRABLE |
|---|---|
| Good working knowledge of SIMS | Working knowledge of Assessment Manager |
| GCSE Grade C, or above, in both English and Mathematics | Able to use SIMS Exams Manager |
| Experience of Exams Officer role | To present whole college training on the requirements for Special Consideration and Access Arrangements |
| Working knowledge of JCQ Examination regulations | Working knowledge of Cover, or willingness to learn |
| Able to prioritise and work under pressure | Able to produce reports from SIMS |
| Working knowledge of examinations in SIMS | |
| Highly competent in creating and using complex spreadsheets | |
| Able to be ordered and logical | |
| A Completer/Finisher | |
| Punctual/good attendance | |
| Critical attention to detail | |
| Good communicator at all levels | |
| Able to present relevant information to different audiences | |