

JOB DESCRIPTION

Job Title:	EXAMINATIONS MANAGER
Job Purpose:	to be responsible for the administration, organisation and management of public examinations
Responsible to:	Head of Centre
Other functional Relationships	Principal, Senior Leadership Team, Sixth Form and KS4 teams, SENCo, Heads of Year, Heads of Department, Data Manager, Site Manager

TASKS

1. To have detailed and up-to-date knowledge and experience of the administration of public examinations in England, with particular regard to awarding body regulations and deadlines.
2. To implement and review policies and procedures and make improvements where necessary.
3. To be responsible for submitting examination entries to the awarding bodies in liaison with HODs, Phase Heads and the Head of Languages for entries for community languages.
4. To disseminate information about public exams to staff, pupils and parents and deal with complaints and all enquiries about public examinations.
5. To provide information regarding examinations to teaching staff as required. Distribute subject-specific information to staff on receipt from awarding bodies.
6. To be responsible for dealing with all correspondence, notices, guidance and enquiries from awarding bodies including the responsibility for receiving, sorting and the secure storage of exam papers.
7. To produce the examination timetable, and liaise with site staff about booking and setting up exam venues.
8. Book invigilators for public examinations, and internal exams when requested.
9. To direct the work of the Lead/Senior Invigilators and to manage a team of external invigilators. To be responsible for the recruitment, training and deployment of the invigilation team and to liaise with Head of Centre and HR with regard to additional staff as required.
10. To resolve examination clashes in accordance with the regulations.
11. To produce annual guidelines / handbooks on examination procedures for staff, pupils, invigilators and staff supporting students with access arrangements.
12. To be responsible for the daily running of public examinations including the production of seating plans and attendance registers, and to liaise with the SENCo regarding students with access arrangements.
13. To work closely with the SENCo, Sixth Form and KS4 teams (including HOYS) to identify vulnerable students who may require additional support with examinations and to take action as necessary.
14. To be responsible for and to facilitate and co-ordinate the despatch of Non-Examined Assessment (NEA) by the awarding body deadlines including checking contributions uploaded by heads of department.
15. To work closely with, and support the SENCo to ensure access arrangements are applied for in accordance with the regulations and by the relevant deadlines.
16. To check and deal promptly with invoices relating to examinations.
17. To use internal and external IT systems to download examination results and oversee the distribution of results to students and staff.
18. To be responsible for the checking and accurate distribution of examination certificates.
19. To retrieve the costs of examination entries from students who are absent from an exam or who enter late.
20. To advise students, staff and parents on special consideration procedures and to submit applications to the awarding bodies.
21. To advise, administer and submit Post Results Enquiries to the awarding bodies and to communicate outcomes to students.
22. To be responsible for processing remarks and reviews and obtaining scripts etc as required by the school.
23. Ensuring that appropriate equipment and stock is available for each exam season both for students to use in the venues and as part of the general venue set up.
24. To take on any other tasks that may from time to time be required that are commensurate with the expectations of the post.

SAFEGUARDING CHILDREN

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the postholder’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the postholder’s role.

To ensure that the postholder’s line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.

EXAMINATIONS MANAGER

PERSON SPECIFICATION

CRITERIA	Evidenced by Application details, presentation and/or interview	
	ESSENTIAL	DESIRABLE
EDUCATION/ EXPERIENCE	Educated to Level 3 equivalent and demonstrable relevant work experience in a large school setting Experience of managing public examinations in a school/college setting Up-to-date knowledge of JCQ regulations for public exams.	Evidence of relevant professional development
PERSONAL QUALITIES SKILLS AND ABILITIES	Rigorous attention to detail Honest and with integrity to deal with confidential matters, information and materials. Excellent numeracy and literacy skills in order to communicate with a wide and ranging audience Organisational skills – time management, forward planning, ability to work under pressure and meeting deadlines. Able to multi-task and to tight deadlines. Excellent IT skills including the ability to become familiar with new applications and systems quickly People skills - high quality written and oral communication skills, ability to work with others in a calm and methodical way. Ability to work on own initiative, make informed decisions when necessary and take responsibility for these	Managing staff Recent use of SIMS, MIS package

	Be willing to work flexibly at all times in order to meet the expectations required of this post. This will include working outside normal school hours	
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