

# JOB DESCRIPTION

<b>Job Title:</b>	<b>ASSOCIATE EXAMINATIONS MANAGER</b>
<b>Job Purpose</b>	<b>To work in close liaison with the Exams Manager over a period of 18 months/2 years to develop the skills and understanding necessary to take over the substantive position at some point in 2027. The role will include supporting the Exams Manager in the administration, organisation and management of public examinations</b>
<b>Responsible to:</b>	<b>Head of Centre (Joint Principal Nancy Brannon)</b>
<b>Other functional Relationships</b>	<b>Executive Principal, Joint Principal Ed Simmons, Senior Leadership Team, Sixth Form and KS4 teams, SENCo, Heads of Year, Heads of Department, Data Manager, Site Manager</b>

## TASKS

1. To support the administration of public examinations
2. To develop a detailed and deep understanding of the relevant policies and procedures
3. To attend termly, local exam network meetings that are arranged by the exam boards.
4. To attend training courses given by external providers for exams and for exam access arrangements.
5. To work with the Exams manager with respect to the submission of examination entries to the awarding bodies in liaison with HODs, Phase Heads and the Head of Languages for entries for community languages.
6. To disseminate information about public exams to staff, pupils and parents and work with the Exams Manager in response to complaints and all enquiries about public examinations.
7. To develop the skills and understanding necessary to respond to complaints and enquiries about public exams
8. To support the production of the examination timetable, and liaise with site staff about booking and setting up exam venues.
9. To assist with the booking and ongoing management of invigilators for public examinations, and internal exams when requested.
10. To support 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.
11. To work under the direction of the Exams Manager to ensure timely despatch of Non-Examined Assessment (NEA) by the awarding body deadlines including checking contributions uploaded by heads of department.
12. To gain a thorough understanding of access arrangements and the legal and other parameters that the school has to work within
13. Regularly meet with SENDCo to liaise with regard to the exam access database and students' access needs.
14. To check and deal promptly with invoices relating to examinations under the supervision of the Exams Manager.
15. To use internal and external IT systems to download examination results and oversee the distribution of results to students and staff.
16. To be responsible for the checking and accurate distribution of examination certificates.
17. To retrieve the costs of examination entries from students who are absent from an exam or who enter late.
18. To develop a deep and thorough understanding of the special consideration procedures and to observe how these are handled by the Exams Manager
19. To advise, administer and submit Post Results Enquiries to the awarding bodies and to communicate outcomes to students.
20. To support the processing of remarks and reviews and obtaining scripts etc as required by the school.
21. TO ensure 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.
22. 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.

## ASSOCIATE EXAMINATIONS MANAGER PERSON SPECIFICATION

CRITERIA	Evidenced by Application details, presentation and/or interview	
	ESSENTIAL	DESIRABLE
<b>EDUCATION/ EXPERIENCE</b>	Educated to Level 3 equivalent and demonstrable relevant work experience in a large school or college setting either in a teaching or non teaching capacity	Evidence of relevant professional development
<b>PERSONAL QUALITIES SKILLS AND ABILITIES</b>	<p>A keen desire to develop a career in examinations management at a senior level</p> <p>Use of complex IT systems to support administration of a significant school or college function</p> <p>Ability to learn quickly and comprehensively</p> <p>Rigorous attention to detail</p> <p>Honest and with integrity to deal with confidential matters, information and materials.</p> <p>Excellent numeracy and literacy skills in order to communicate with a wide and ranging audience</p> <p>Organisational skills – time management, forward planning, ability to work under pressure and meeting deadlines. Able to multi-task and to tight deadlines.</p> <p>People skills - high quality written and oral communication skills, ability to work with others in a calm and methodical way.</p> <p>Ability to work on own initiative, make informed decisions when necessary and take responsibility for these</p> <p>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</p>	<p>Managing staff</p> <p>Use of complex IT systems to support administration</p>