

**JOB DESCRIPTION** **– (DEPUTY EXAMINATIONS MANAGER)**

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| Job title | **Deputy Examinations Manager** |
| Grade |  |
| Responsible to | **Examinations Manager** |
| Responsible for | To assist with the management of the examinations service at the College |
| Effective from | **October 2022** |

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| **SUMMIT LEARNING TRUST Mission Statement**Success through EndeavourAmbition through ChallengeStrength through Diversity  |

**Role Purpose:**

* To contribute to the efficient and effective management of all examinations processes at the College in accordance with JCQ regulations
* To support the Examinations Manager in management of Examinations Office and the work of the Examinations Assistants and Invigilators
* To liaise with students, parents, college staff, senior management and awarding bodies on all aspects of the examinations processes
* To ensure high standards of customer service and to ensure that all students and staff are well supported by the examinations team
* To assist the Examinations Manager in reviewing, developing and maintaining appropriate procedures for managing examination processes and the creation, implementation and updating of a College Exams Policy
* To deputise for the Examinations Manager where necessary
* Understanding and keeping up to date with changes in exams and assessments brought about by changes in government policies or awarding organisation procedures and liaising with Assistant Principals and Curriculum Leaders to ensure students and staff are fully up to date
* Joint management of the entry and/or registration of students for examinations or assessments in liaison with awarding bodies, Curriculum Leaders and senior college staff, using the computerised information systems in College or provided by the awarding organisations
* Taking an overview of all BTEC registrations, unit entries and liaison with awarding bodies across the college, working closely with the Examinations Manager, Curriculum Leaders and relevant Assistant Principals and Vice Principals
* Assisting the Examinations Manager in managing the on-line applications for candidates requiring access arrangements in exams and ensuring appropriate evidence is available for inspection by JCQ inspectors by liaising with the College Additional Learning Support Coordinator
* Organising exam rooms in liaison with the Management Information Services (MIS) Manager, or delegated staff, and the Estates Manager
* Supporting the Examinations Manager in arranging for the invigilation of all examinations; recruiting and inducting external invigilators and instructing all invigilators internal and external in exam procedures
* Ensuring the security and distribution of question papers, exam stationery and scripts in accordance with JCQ regulations
* Dealing directly with instances of potential malpractice by students or staff and, where necessary, reporting these to the awarding bodies and/or College managers and carrying out appropriate actions in accordance with JCQ regulations
* Provide assistance to the Examinations Manager in downloading the results from awarding bodies and inputting them into the student records, in liaison with the MIS Manager
1. Support in managing the processes for students or Curriculum Leaders applying for re-sits and post results services including collection of fees and issuing of refunds as appropriate and managing the secure distribution of exam certificates
* Providing the Senior Leadership Team and other staff with information as and when required and dealing with queries from students, parents, staff, universities and awarding bodies
* Communicating directly with awarding body staff responsible for managing the College account and any appeals or queries
* Assisting with access to the on-line systems provided by Awarding Bodies
* Supporting the management of the Examinations Budget and advising Central Finance on future budgetary requirements
* To take part in the College Professional Development and Performance Review Scheme, including acting as an Appraiser
* To be committed to the safeguarding and promotion of the welfare of children and vulnerable adults
* To be responsible for Health and Safety within areas of own responsibility as laid out in the College Health and Safety Policy
* To promote and comply with equality of opportunity as laid out in the College Equality and Diversity Policy

**Notes**

* This Job Description is not necessarily a comprehensive definition of the post.
* The Job Description outlines the main duties and responsibilities under broad headings. It is not intended to specify every job activity or item in detail
* It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

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| Job description issued by the Principal: |  |
| Copy received by: |  |
| Date: |  |

**Person Specification – (Deputy Examinations Manager)**

*The successful candidate will be suitably qualified with a breadth of relevant experience and capable of* *inspiring trust and confidence across a diverse range of students, staff and parents.*

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Educated to a minimum of ‘A’ Level standard or equivalent
 | * BTEC level 4 Professional Certificate in Planning and Administering External Exams or equivalent or the willingness to work towards
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| **Relevant Experience** | * Previous experience of working in an Examinations role
* Experience of exams databases and information systems
* Knowledge of post-16 qualifications including ‘A’ Levels and BTEC programmes
 | * Experience of data retrieval and manipulation
* Experience of managing staff
* Experience of appraising staff
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| **Skills and aptitudes** | * Excellent communication skills, both oral and written
* Excellent organisational skills and ability to prioritise own workload and that of others to meet externally imposed deadlines
* Methodical, systematic approach to work requiring care and attention to detail
* Ability to work calmly under pressure
* Ability to delegate duties
* Ability to work on own initiative
* Willingness to undertake relevant training
* Ability to use Microsoft Word, Outlook and Excel in an office environment
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| **Special Requirements** | * Enhanced DBS clearance
* Compliance with all College and Trust policies
* Safeguarding and promoting the welfare and success of all students and young people.
* The implementation of equal opportunities practice.
* Promoting the stated aims and policies.
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**Professional Services Staff**

The following Generic Job Description is applicable to all Professional Services Staff and is designed to meet the needs of the College community. It will be reviewed at least bi-annually.

**Raising Standards of Achievement**

* To work as a whole staff to raise standards of achievement for all our students.
* To adhere to the College’s policies and practice.
* To promote the College’s ethos in every aspect of the role presenting a positive image to the community.
* To act as a role model for our students, promoting our vision and values.
* To work flexibly to support the College’s needs; this may include the need to work beyond the confines of the normal working day, for which time off in lieu will be given in accordance with the College’s Time Off In Lieu Policy.
* To undertake any reasonable task as directed by the Principal.
* To be proactive in suggesting and supporting change for the benefit of the College community.
* To work outside the immediate role and team as necessary to ensure the smooth running of the College e.g. exam invigilation.

**Our Students**

* To be responsible for assisting with and monitoring the welfare, care and safety of students e.g. acting as a student mentor
* To take responsibility for reporting inappropriate student behaviour while on site to relevant staff and dealing with incidents if able, appropriate and necessary.
* To note, share and celebrate student achievement.
* To be aware of and work to achieving the College’s Strategic Priorities.

**Support, Training and Professional Development**

* To participate in Staff Briefings, Staff Meetings and whole College meetings as appropriate.
* To participate in whole College training and Staff Development Days as appropriate.
* To participate in the College’s Performance Management Programme.
* To make a full commitment to the delivery of the College’s policies for Health and Safety and Equality and Diversity.
* To actively promote Safeguarding, British Values, Prevent and the College’s Promoting Resilience: Preventing Vulnerability strategy.
* To participate in professional development and training, cascade acquired skills and knowledge to colleagues and train individuals as appropriate.
* Training, support and assistance will be given, if and when needed, to help deal with student control and behaviour, coaching and other duties such as exam invigilation, accompanying trips, etc.