



BARTON MANOR SCHOOL

JOB DESCRIPTION

Name:

Job Description: **Examinations Manager**

Employed for: BCAT 8, Full Time (37 hrs per week), term time only, plus 5 staff development days plus a further 5 days in August when the examination results (GCSE) are published.

Hours: 37 hours per week. 8:00am – 4:00pm Monday to Thursday, 8:00am – 3:30pm Friday, with 30 minute unpaid break for lunch

Professional Relationships:

Responsible To: **Assistant Headteacher Curriculum**

Responsible For: Examinations

Purpose:

Accountabilities	Indicative tasks/actions
Use professional and technical knowledge of the examinations and qualifications offered by each exam board to advise Senior Management and Lead Teachers as required. This information is used in longer term school planning. Provide advice on the costs and the implications of running each course in terms of exam costs and accredited points.	Good knowledge of exam board procedures and protocol. Up to date knowledge of educational courses on offer in schools
Play a critical role in the smooth running of the school. Ensure all students are entered for the correct examinations and receive relevant information regarding those exams.	Good knowledge of exam board procedures and protocol. Good knowledge of BROMCOM and exam board software to ensure correct data management. Communication with Lead Teachers, Senior Management, each exam board, teachers, students and parents. Liaise with Lead Teachers on all exam entries Ensure students have correct statement of entry Make provision for students with special consideration
Deal with all administration and paperwork regarding examinations ensuring a high degree of accuracy and that deadlines are adhered to.	Administer all correspondence Process by required deadlines all entries and any appeals after results day Ensure exam papers are stored securely and in accordance with regulations Deal with postage of papers promptly

<p>Organise and coordinate the day to day running of examinations so that students are able to take their exams in a calm and supportive environment</p> <p>Supervise the team of external invigilators</p> <p>Train the team of invigilators to ensure the correct code of conduct for all exams.</p>	<p>Prepare invigilation and room timetable in consultation with AHT</p> <p>Set up exam rooms according to regulations</p> <p>Liaise with SENCO re needs of students with special consideration</p> <p>Recruit, coordinate and train a team of external invigilators in the correct code of conduct for exams.</p> <p>Seek help from other support staff at particularly busy times</p> <p>Ensure health and safety issues are addressed</p>
<p>Download, distribute and analyse examination results ensuring that the relevant people have access to the data they require</p>	<p>Download GCSE results and distribute to relevant staff</p> <p>Analyse all results and present to relevant staff</p> <p>Inform press of public exam results</p> <p>Keep a record of subject and student results from year to year</p> <p>Distribute data in relevant format</p> <p>Assist with the organisation of Certificate Presentation day</p>
<p>Monitor the financial aspects of examination costs, seeking and suggesting ways of keeping costs to a sensible scale</p>	<p>Advise finance dept of projected costs for each exam period</p> <p>Inform finance office of students who are required to pay for retakes</p> <p>Give information to payroll concerning external invigilators</p>
<p>Organise and invigilate internal exams</p>	<p>Liaise with AHT in the organisation of internal exams for both rooming and invigilation</p> <p>Prepare internal examination timetable in conjunction with the AHT</p> <p>Recruit, organise and supervise a team of exam invigilators for internal exams</p>
<p><u>Emergency Cover:</u> Supervise classes when teachers are absent so that students complete the work set in a supportive environment</p>	<p>Registering classes</p> <p>Informing class of work set</p> <p><i>Actively supervising the work of students</i></p> <p>Distributing resources if appropriate</p> <p>Collecting completed work and return to appropriate staff</p>
<p><u>Safeguarding</u></p> <p>To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to safeguard all students at all levels across the School community.</p> <p>It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:</p> <p>Policy and Procedure</p> <ul style="list-style-type: none"> • Act as a champion of the School's safeguarding policy and procedures and make sure you access these and understand them • Be aware of your responsibility to challenge behaviour which breaches any of the school policies 	

- Be aware of, and actively promote, safeguarding within your teaching classes/form classes and within your designated curriculum area and promote your teaching as a vehicle to safeguard students.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role of teacher effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role of teacher and your responsibilities for safeguarding
- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

Person Specification

Essential

- To be able to work independently and show initiative when problem solving
- Good knowledge of examination boards and procedures
- Good knowledge of internet, email, Excel.
- To be able to supervise large numbers of students
- To be able to recruit, coordinate and train a team of invigilators
- NVQ 3 or higher qualifications
- 9 - 4 GCSE Maths and English or equivalent
- To be able communicate effectively to various stakeholders including exam boards, SLT, Lead Teachers, teachers, students, parents.

Desirable

- Experience of working in a school environment
- Experience of use of exam board ICT software used for exam entry, downloading of results, appeals, amendments etc..
- Up to date knowledge of educational courses on offer in schools
- Good knowledge of BROMCOM

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher/Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Headteacher the other.

Signed: Date: