



<b>POST TITLE:</b> Examinations Manager	<b>GRADE:</b> JG7
<b>RESPONSIBLE TO:</b> Deputy Headteacher	

**Responsible for:** Data and Exams Assistant  
Examination Invigilators

**Purpose of role:**

To be responsible for the efficient and effective running of the administration of all internal and external examinations within the school, including liaising with staff, students, invigilators and examination boards.

**Principle Accountabilities:**

- To be responsible for correct examination entries for all public external exams to the examinations boards, and internal examinations throughout the school year, including mock examinations, NGRT and other testing as appropriate.
- To liaise with Subject Co-ordinators, Curriculum Leaders and the SLT with regard to the relevant examinations boards and syllabus studied to examination level.
- To check in and securely store all examination papers to JCQ requirements, to ensure sufficient stationery and materials for each examination and to ensure completed papers are collected and posted securely.
- To process examination results, and together with the Data Manager, provide analysis of examination results for the SLT and other stakeholders, including where relevant, the local and national press.
- Deal with any pre/post-result queries from students, staff and parents, and ensure that all necessary entries, certification and cashing-in meets the timescales set by the examination boards.
- To develop, maintain, implement, and adhere to JCQ exams policies. To ensure statutory procedures and recommendations relating to examinations from the DfE, Joint Qualifications Council, NAA, exam boards and other relevant agencies are implemented and followed on a timely basis.
- To have responsibility for the exams budget. Check invoices and co-ordinate the recovery of fees from absentees, re-sits and private entries.
- To draw up the timetable for internal and external examinations, including allocation of rooms and seating plans, resolving timetable clashes, and issuing individual timetables (electronically) and rules of conduct to students, and ensuring appropriate invigilation is allocated.
- To be responsible for the daily running of internal and external examinations and to inform the relevant staff about any arrangements that need to be made for furniture in examination rooms, room changes, and staff required if relevant.
- To employ, establish and co-ordinate an appropriate invigilation team, ensuring the effective and efficient training, retention, deployment, and monitoring as line manager to these casual members of staff.
- Complete applications for Special Consideration, ensuring adequate arrangements within the school.
- Assist in the collection and analysis of CAT tests, reading tests and other assessments.
- In collaboration with SENCO/SEN Assessor, put in place Exam Access Arrangements.

**Data Protection and Safeguarding**

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issues / concerns.
- Remain vigilant to ensure all students are protected from potential harm.

**General**

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

<b>Person Specification – Examinations Manager</b>	<b>Essential (E) or Desirable (D)</b>
<b>Education/Qualifications</b>	
Good general education to A Level including Numeracy and Literacy equivalent to GCSE Grade C, or Level 3 on the national vocational framework.	<b>E</b>
Evidence of relevant professional development and qualifications.	<b>D</b>
<b>Experience</b>	
Good knowledge of the school examinations process including how they are administered and conducted.	<b>E</b>
Experience of working in education, preferably in a large secondary school.	<b>D</b>
Experience of using SIMS : General Sims usage, Examinations Organiser.	<b>E</b>
Knowledge of the procedures and regulations of school examination boards.	<b>E</b>
Experience of supervising staff.	<b>D</b>
Experience of securely handling and maintaining sensitive confidential information.	<b>E</b>
Experience of working within an administrative environment.	<b>E</b>
Understanding of confidentiality and data protection.	<b>E</b>
High level of IT skills, particularly in MS Excel and MS Word.	<b>E</b>
Experience of working to tight deadlines.	<b>E</b>
<b>Behaviours</b>	
Operates with integrity	<b>E</b>
Committed to continuous professional development	<b>E</b>

Committed to a team collaborative approach	<b>E</b>
<b>Skills</b>	
Energy and Enthusiasm	<b>E</b>
Flexible approach to work	<b>E</b>
Positive & Reliable	<b>E</b>
Ability to carry out tasks given quickly and competently	<b>E</b>
Excellent communication and interpersonal skills.	<b>E</b>
Excellent organisational skills and the ability to effectively multi-task, plan and prioritise workload to meet deadlines.	<b>E</b>
Ability to work on own initiative and to 'think outside the box' for problem solving.	<b>E</b>
Ability to manage change.	<b>E</b>
Enthusiastic and positive with a 'can-do' attitude.	<b>E</b>