



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

JOB DESCRIPTION

JOB TITLE	EXAMINATIONS MANAGER	JOB REF NO	AAAE5032
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BASIC JOB PURPOSE

To lead and manage all aspects of examinations.

In conjunction with the Strategic Data Manager, to design and produce data templates and data to improve teaching and learning across the school.

	MAIN RESPONSIBILITIES
1	Collaboratively working with staff, students and exam boards to manage the examination entry process to ensure all students are registered for the correct course. Proactively resolving queries and problems.
2	Accountable for financial controls relating to Examinations and Invigilators. Ensuring fees relating to exam resits & post result queries are resolved satisfactorily and in a timely manner. Building strong working relationships with Finance Office to ensure rigorous finance controls can be evidenced.
3	Recruit, select & mobilise invigilators. Plan & allocate invigilator resource to support exam schedule in a budget conscious manner. Act as principal point of contact for invigilator queries. Review & approval of Invigilator's timesheet, ensuring alignment to schedule.
4	Special Arrangements (Access Arrangements) liaison with SENCO.
5	Maintaining data integrity within ARBOR. Responsible for linking Courses in ARBOR and Programmes of Study (Sixth Form) to ensure correct reporting of data which will link with Strategic Data Manager's completion of the Census.
6	Coordinating and administering all aspects of the exams result process. Prepare export of external examination data for Strategic Data Manager to use in SMID .
7	Accountable for the management and distribution of exam results. Ensuring certificates are distributed in a timely manner.
8	Ensuring strict compliance with JCQ regulations, to include students, invigilators, venues etc. Ensure all Ellesmere Port Catholic High School exam policies are up to date and ready for the annual ad hoc inspection by the JCQ Inspector.
9	Managing the collection and dispatch of exam scripts – ensuring accuracy and confidentiality.
10	Managing the preparation of reports and data needed by the senior management team and external agencies relating to exams. Attending examination user group meetings/forums as necessary.



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11	Managing exam papers and associated paperwork in an effective, efficient and secure manner, both in the run up to the exams season as well as on the day of the examination. Liaison with support staff and site staff to main high levels of security for exam papers. Ensure accurate organisation in date order of exam papers stored in the high security facility
12	Build a wide network of contacts with local schools and Exams Officer networking sites, with a view to continuously improving the Exam Process within the school in liaison with the Strategic Data Manager. Continually improve the end to end process, taking account of lessons learnt from previous exam cycles and industry best practice including regulatory updates.
13	Principal point of contact for correspondence relating to the Examination Process. Responding to queries, proposing resolutions in a timely manner.
14	Coordinating and administering the exam process for formal internal examinations
15	Assist Strategic Data Manager with the design and production of marksheets and report templates and monitor the production of reports via operation of ARBOR Assessment Module.
	Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate Council Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Council of Cheshire.

Are there any tasks/duties which the Job Holder carries out only occasionally or at certain times in the year? If NO, go to next section. If YES, please list them and say how frequently they are performed.

OCCASIONAL TASKS

HOW OFTEN PERFORMED?

Seasonality of exams – entries, forecasts, coursework submission, written papers, results handling	Each task twice yearly
In-House Exams – production of internal timetable, seating plans, papers and collating results	Each task twice yearly
SAT's administration – entries, papers, results, parental notification	Once a year.
Assist with production of reports/data for parents with Data Manager	½ termly

Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an enhanced Disclosure and Barring Service check.