



Location: Tupton Hall School, Station New Road, Old Tupton, Chesterfield S42 6LG

Salary: The Redhill Academy Trust Pay Scale, Band 9, Scale Points 41 - 45

Hours of work: 37 hours per week, 42 weeks per year, must include 2 weeks in August for A Level and GCSE results periods

Responsible to: Operations Manager

Post objective: To provide an efficient and effective Examinations Service and support to the school. The postholder will be required to maintain confidentiality and high professional standards at all times.

Examination Tests and Assessments - Main Duties and Responsibilities:

To line manage the Examination staff to ensure administration and organisation of all aspects of external examinations are in accordance with the regulations laid down by the awarding bodies.

- To co-ordinate, plan and implement the delivery of internal and external examination and assessment on an annual basis.
- To liaise with the Senior Leader with responsibility for examination and assessment on a regular basis.
- To liaise with the SENDCo regularly to ensure compliance with statutory SEND/access arrangement requirements for all students.
- To maintain strong links with Curriculum and Pastoral teams to support the examination and assessment process and procedures.
- To maintain links with examination boards to ensure the school is fully aware of external requirements and best practice examination administration.
- To be responsible for sending accurate exam entries via Exam Organiser SIMs to respective Examination boards by the set deadlines.
- To keep staff informed of syllabus and specification changes.
- To maintain and manage the team of suitably qualified and experienced invigilators and scribes and ensuring they are kept up to date with board regulations and best practice including delivering training.

- To develop the examination systems in line with National and school requirements to meet changing needs.
- To be responsible for the examination budget ensure checking of all invoices for payment against entries submitted, monitoring the examination budget, authorising invoices for payment and liaise with finance administrator.
- To produce guidelines for staff and students regarding examination conduct and to assist the Senior Leader with responsibility for exams with briefing students on examination procedures.
- To organise the distribution of results and certificates in accordance with agreed protocols.
- To maintain records associated with the examination and assessment process.
- To maintain confidentiality and security with the examination and assessment process and procedures.

Data Responsibilities

- To produce reports for standards of attainment on results days for GCSEs, updating these are results are regraded.
- To support with (Exams) for the extraction of assessment data in whatever form is required by staff.
- To support with the production of statistical analyses following student assessments.
- To support the school target setting process by preparing data as requested by middle and senior managers.

General

- To undertake any other reasonable duties within the overall function, commensurate with the grade and level of responsibility.
- Undertake professional development as required and participate in the schools' annual professional development programme.
- Maintain confidentiality at all times.
- Liaison with other departments and staff as necessary.

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures, to comply with the requests of GDPR, Health and Safety and other relevant legislation.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.



| | Essential | Desirable |
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| Qualifications | <p>Level 5 Maths and English (Grade C or equivalent)</p> <p>Qualified to NVQ 3 level or above</p> <p>Experience of exam operations in school</p> | <p>Knowledge of SIMS (School Information Management System)</p> <p>Experience of data management with a school</p> |
| Experience | <p>Planning large scale events for a number of delegates</p> <p>Managing the analysis of data and the production of a variety of reports</p> <p>Previous administration experience, including accurate level of data entry within a school environment.</p> <p>Experience of an educational environment</p> <p>Detailed knowledge of examination procedures</p> <p>Advanced application of Microsoft Office – Word, Excel and Power Point</p> <p>Good personal and project management skills – able to organise own workload, work to changing priorities and effectively support the needs of senior staff in a high profile context.</p> <p>Detailed knowledge of the examination systems – internally and externally including understanding of the operational workings of all of the examination boards.</p> | <p>Experience of recruiting, training and managing staff</p> <p>Experience of managing a budget</p> <p>Experience of using a third party data analysis systems including SISRA</p> <p>Strong organisational and MIS/Database skills</p> |

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| | <p>Analytical thinking – to identify issues, obtain relevant information, combine information from internal and external sources in order to identify alternative solutions.</p> <p>Information/Records Administration – Knowledge of appropriate policies and procedures related to examination and accountability in schools.</p> | |
| <p>Personal Attributes</p> | <p>Accountability – to be relied upon to ensure tasks are completed in a timely manner. Monitor and take corrective action when necessary.</p> <p>Adaptability – to maintain effectiveness, when experiencing major changes in work tasks or environment.</p> <p>Attention to detail – to accomplish tasks and processes accurately and completely.</p> <p>Initiative – take prompt action to accomplish objectives.</p> <p>Be pro-active</p> | |