



# Wadebridge School

Limited Company Registered UK (Charitable status)

Company No: 07999988

**Headteacher: Miss T. Yardley B.A. Hons.**  
Gonvena Hill, Wadebridge, Cornwall PL27 6BU



Telephone Number: 01208 812881

E-Mail: [enquiries@wadebridge.cornwall.sch.uk](mailto:enquiries@wadebridge.cornwall.sch.uk)

Website: [www.wadebridge.cornwall.sch.uk](http://www.wadebridge.cornwall.sch.uk)

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## Job Description

<b>Job Title:</b>	Examinations Manager
<b>Salary:</b>	Grade G £20,208 - £24,920 reduced pro-rata (salary point within this range will be negotiable and is dependent on skills and relevant experience)
<b>Hours:</b>	37 hours/week - term time only <b>plus</b> a minimum 8 days non-term time. These days will include at least 3 in August to incorporate the key week when examination results are downloaded and published.
<b>Line Managed by:</b>	Deputy Headteacher

### Job Purpose

To lead, organise and provide accurate administrative support in connection with all internal and external examinations.

These outcomes and all other accountabilities must be embedded in the five strands of *Every Child Matters* framework ensuring that all students have the opportunity to *Be Healthy, Stay Safe, Enjoy & Achieve, Make a Positive Contribution and Achieve Economic Well-Being*.

### Principal Accountabilities

- To be responsible for processing entries to examination boards, ensuring all the necessary related information is provided.
- To ensure examination entries are submitted in accordance with the timescales provided by the examination boards. To chase outstanding information where necessary.
- To negotiate with examination bodies on behalf of the school with respect to formal examinations processes, times of exams, paper delivery dates and any necessary variations to the instructions provided by the examination boards.
- To be familiar with the different syllabuses, tests, modules and controlled assessments / coursework requirements and ensure teachers are made aware of the examination and testing requirements as specified by the examination boards.
- To liaise with teaching staff and to be responsible for ensuring pupils are correctly registered at the appropriate times with regard to forthcoming examinations.
- To recruit, supervise and manage a team of exam invigilators, working within the area of examinations administration. To be responsible for ensuring such staff are fully trained and aware of the recognised regulations, processes and timescales set by the examinations board with regard to administration and co-ordination of examinations.



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- To oversee the collection and dissemination of controlled assessment / coursework marks to examination boards.
- To organise the timetable and invigilation programme for examinations, including liaison with external invigilators and correspondence with examination boards. To ensure all regulations regarding invigilation are adhered to.
- In conjunction with Senior Leadership Team, ensure that the school is compliant with all Joint Council for Qualifications (JCQ) regulations and guidance.
- To work with the SLT with regard to devising the school's examination timetable structure, and ensure arrangements are appropriate.
- Liaise with SENDCO and other key members of staff regarding access arrangements for examinations and implement those where appropriate.
- To prepare and provide information relating to examination timetables and arrangements for heads of departments, invigilating staff and for dissemination to students.
- To be responsible for the organisation and security of examination papers.
- To be responsible for the preparation and organisation of examination rooms, including arranging seating plans.
- To maintain all manual and computerised administration systems relating to examinations data.
- To liaise and correspond with external examination bodies as appropriate. To disseminate information from examination boards to relevant members of staff
- To support the processing and distribution of examination results.
- To manage all appeals and special considerations processes, through negotiation with examination boards. To liaise with teaching staff and pupils with regard to appeals and special considerations.
- To ensure the school's compliance with all examination boards' instructions and to meet the standards required by the moderation and assessment bodies.
- To work with key members of staff when preparing for the school's external moderation and assessment with regard to examinations.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including national legislation.



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- To maintain confidentiality of information acquired in the course of undertaking duties for this role.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grading of the post as required and under the supervision of the Admin Team Lead.

## 5 Key Competencies

- A knowledge of *Every Child Matters* and how this role can contribute to achieving success within the 5 strands
- To have a high level of emotional intelligence enabling student centred support and an excellent working relationship with all colleagues
- To have a thorough and up to date knowledge of all Examination and Data procedures
- To provide a role model for students through support, liaison and personal impact
- To be able to work under pressure both individually and as part of a team, maintaining high quality support and a sense of humour