



Brampton Manor Academy

Examinations Manager

Job Description & Person Specification

Salary (£43,680 per annum; pro-rata) – more for a suitably experienced applicant

Term time only plus two weeks

Full-time (36 hours per week)

Required to cover all GCSE/GCE examination results days in August

Job Purpose

The Examinations Manager is responsible for the smooth, efficient and secure administration of all external and internal examinations within the school, including GCSEs, A Levels, university admissions tests, and internal assessments across all year groups. The postholder ensures the integrity of all examination processes, manages exam entries and results, oversees invigilator recruitment, and ensures full compliance with JCQ and awarding body regulations.

Key Responsibilities

1. Examination Planning and Administration

- a. Manage the full cycle of all public examinations (GCSE, A Level, CATS, vocational and university admissions tests) and all internal exams across all year groups
- b. Work with heads of department to confirm, check, and process all exam entries accurately and within required deadlines
- c. Coordinate and publish detailed timetables for all internal and external exams, ensuring students and staff are clearly informed
- d. Manage and administer mock exams and internal assessment windows, including rooming, invigilation, and access arrangements
- e. Ensure appropriate arrangements for students with approved access arrangements, liaising closely with the SENCo and relevant staff
- f. Oversee the receipt, storage, and dispatch of all examination materials, ensuring strict adherence to JCQ security requirements
- g. Supervise the distribution of results and certificates to students and ensure any post-results services (e.g. reviews, re-marks, appeals) are handled correctly and promptly
- h. Administer all university admissions tests and other external assessments as required

2. Compliance and Regulation

- a. Maintain an up-to-date understanding of JCQ and awarding body regulations, ensuring full compliance in all examination activities
- b. Ensure all relevant examination policies (e.g. Exams Policy, Access Arrangements Policy, Malpractice Policy) are reviewed and updated regularly, in consultation with senior leaders.

- c. Act as the school's main contact for JCQ inspections and awarding body audits, ensuring all documentation and procedures meet required standards
- d. Maintain accurate and secure records of entries, results, access arrangements, and post-results processes
- e. Ensure that data protection, confidentiality, and safeguarding standards are upheld in all exam-related processes

3. Invigilation and Staffing

- a. Recruit, train, and manage a team of invigilators to ensure sufficient cover for all internal and external exams
- b. Organise training for invigilators, ensuring they are familiar with JCQ regulations and the school's safeguarding procedures
- c. Prepare detailed invigilation timetables and allocate staff accordingly
- d. Manage invigilator rotas, attendance, and payroll records

4. Communication and Coordination

- a. Disseminate examination-related information, updates, and JCQ notices to staff, students, and parents/carers
- b. Work closely with heads of department, senior leaders, and the SENCo to ensure accurate entries, access arrangements, and timetable planning
- c. Provide clear guidance and support to students on exam timetables, conduct, and expectations
- d. Liaise with awarding bodies and external organisations as the school's named exams contact
- e. Prepare and present examination-related data and reports for senior leaders and governors when required

5. Data Management and Systems

- a. Maintain accurate records and databases using the school's MIS and examination software
- b. Produce reports, analyses, and statistical summaries of examination entries and results.
- c. Support senior leaders in evaluating exam performance trends and outcomes
- d. Check and verify all invoices from examination boards for accuracy, resolve any discrepancies, and ensure they are processed and paid promptly in line with school financial procedures

6. General and Additional Duties

- a. Support the organisation of assessment arrangements throughout the year, including mock exams, baseline tests, and end-of-year assessments
- b. Contribute to the annual review and updating of all exams-related policies and procedures.
- c. Attend relevant training, briefings, and networking events to stay up to date with changes to regulations and best practice
- d. Provide administrative support to other school functions during quieter examination periods, as directed by line management
- e. Undertake any other reasonable duties commensurate with the post, as requested by the Headteacher or senior leadership team

This job description does not form part of any employee's terms and conditions of employment. It is not intended to have any contractual effect. The School reserves the right to amend this job description at any time.

Person Specification

1. Essential

- Excellent organisational and administrative skills with strong attention to detail
- Ability to work accurately under pressure and meet strict deadlines
- Strong communication and interpersonal skills
- High standards of confidentiality and integrity
- Proficiency in Microsoft Office and school MIS/exam systems (Arbor)
- Good Honours Degree (substantial relevant experience will be considered)
- Be willing to undergo training and refresh skills as appropriate

2. Desirable

- Experience working in an examinations or data management role within a school
- Knowledge of JCQ and awarding body regulations
- Experience managing or supervising a team