JOB DESCRIPTION

Job Title: **EXAMS MANAGER**
Post Number: 211

Responsible to: Data Manager **Grade:** JG6, SCP Range 19 - 23

Purpose of Role:

To manage the arrangements of all external and internal examinations.

Job Duties:

- To work with Heads of Faculty, teachers and students to ensure and make correct entries for all external public examinations. To manage an annual budget for entry fees.
- To draw up examination timetables, drawing up rooming and seating plans and issuing individual timetables and rules of conduct to students.
- To organise arrangements, as for (ii), for all school internal examinations.
- To lead the recruitment, training, support and supervision of external invigilators employed on a casual basis and to allocate them to examination rooms.
- To ensure that the start and finish of all examinations are conducted in an appropriate way.
- To check in and store securely all examination papers posted to the school, to ensure sufficient stationery and materials for each examination and to ensure completed papers are collected and posted securely.
- To deal with all special cases including timetable clashes, students with Special Educational Needs and requests for special consideration. To deal with all post-examination issues including problems raised by staff, students and parents, and ensure that all necessary certification and cashing in or declining grades meet the timescales set by the examination boards.
- To download and process results in August. To be responsible for the processing, compilation and distribution of result documentation to students and staff. To deal with queries from students, staff and parents. To work alongside the Data Manager to provide statistical data relating to examination results as required by the Senior Leadership Team, and Press.
- To oversee the collation of results certificates for candidates.
- To prepare orders for examination entries, check invoices and co-ordinate the recovery of fees from absentees, re-sits and private entries.
- To ensure the school meets all the regulations laid down by the examination boards and keeps abreast of new developments.
- To manage the exams budget and follow the School's protocol relating to financial management.
- To work with the Data Manager to manage the work of the Examinations Team, delegating tasks above as appropriate.
- Under the direction of the Data Manager, to contribute to the use of student performance data within the school to support a variety of functions.

This is not an exhaustive list and some changes to both the Job Description and duties may occur.

Key Responsibilities:

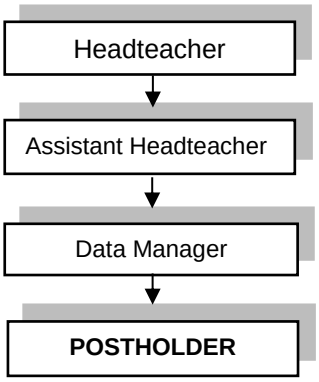
Contribute to the ethos and aims of the School

- To be aware of and understand the School's Equal Opportunities, Race Equality, Whistleblowing, ICT and Safeguarding Policies (available electronically) ensuring at all times that the duties of the post are carried out in accordance with School Policies
- To read and have a thorough understanding of the Staff Handbook and School Business Ethics Policy.
- To ensure compliance with all Health and Safety legislation, risk assessments and associated codes of practice and school policies.
- To review and develop working practice by developing and maintaining effectiveness as a member of the school staff through taking responsibility for own continuing professional development.
- To work effectively with both teaching and support staff, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- To undertake any duty or responsibility that the Headteacher, Assistant Headteacher (KS4), line manager or Business Manager asks relevant to the school's needs as required and are commensurate with the grade

Working relationships and contacts

- To develop and maintain working relationships with other professionals.
- To liaise with parents, students, exam boards, local authorities, external agencies and suppliers as well as members of the public to provide information and to answer queries.

Structure



Skills/Qualifications:

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Further Information:

Probation This post is subject to a **6-month** probation period.

Scale Point All staff start at the first scale point within their salary grade and receive annual increments until the top of scale is reached.

Pension As an employer of the Local Government pension scheme, the post-holder will be automatically enrolled into the Avon Pension Scheme. The Trust pays a contribution of salary into the LGPS – this is an additional remuneration benefit

Confidentiality Some of the work undertaken within the School is of a highly confidential nature. The postholder must at all times maintain confidentiality and work within the School's data protection parameters.

Annual Appraisal All staff undergo an annual appraisal as part of performance management at Gordano School.

Gordano School is committed to safeguarding and promoting the welfare of young people and all appointments are subject to Disclosure Barring Service checks, medical and satisfactory references as part of standard pre-employment checks.

PERSON SPECIFICATION

Job Title: **EXAMS MANAGER**
Post Number: 211

Skills Assessment Criteria	Essential	Desirable
Formal Qualifications:	Minimum 5 GCSE Grades A* - C or equivalent including English and Maths Minimum 3 A-levels Customer Service or related subject	Degree qualified, NVQ Level 5 or equivalent in Administration
Work Related experience and Associated Vocational Training:	A thorough knowledge gained through significant time employed in a similar role An ability to make sound and logical judgment in decision making Thorough knowledge of data protection and confidentiality Team Leader/Line Management	A good knowledge / experience of how a secondary school works including its governance Previous experience working with children or working in a young person-centred environment
Other Relevant Work Experience:	A proven ability to work with external agencies within safeguarding and welfare principles	
Job Related Skills:	Excellent ICT skills including Microsoft office packages incl. presentations, analysis and reporting Good organisational skills, to be able to prioritise work and meet deadlines	Previous experience with SIMs
Personal Skills:	Good communication and written skills – able to liaise professionally people at all levels and variety of backgrounds Willingness to work flexibly to meet the demands of the role Ability to quickly build an appropriate rapport with staff, students and parents Demonstrate good attention to detail Able to quickly and accurately record information Ability to stay calm and use persuasion at times in dealing with conflict or highly pressured situations	

** Gordano School will accept photocopies on application, but original certificates MUST be presented for verification on the interview day.*

CONFIRMATION OF RECEIPT

I confirm that I have read and understood the terms outlined in this statement and hereby accept the post on the conditions stated.

Signed .....Date.....

Date of Issue: xx ***By (Signature):*****.....** ***(Human Resources)***