



St Laurence School Job Description

Title of Post:	Exams Manager
Grade:	NJC Pay Scale Grade I SCP 18 - 20
Contract Terms:	NJC Terms and Conditions SLS Generic job description for all support staff 37 hours per week 47.79 weeks per year A flexible approach to hours including early starts and late finishes is required to accommodate the demands of internal and external exams seasons throughout the year.
Fundamental Task:	To lead and manage the administration, organisation, and smooth running of all internal and external examinations, including mock exams. This includes ensuring compliance with JCQ and awarding body regulations, supporting students and staff, and maintaining the integrity and security of the examination process.
Relationships:	The postholder is responsible to:- • Deputy Headteacher • Headteacher Professional interaction with colleagues is expected in order to maintain productive relationships and promote mutual understanding. Staff are entitled to expect courtesy and respect from students and are expected to work towards a constructive and harmonious relationship with them.
Main Duties:	Examination Administration • Manage all aspects of public and internal examinations including GCSEs, A-levels, vocational qualifications, and mock exams. • Coordinate the scheduling, rooming, and staffing of mock exams in collaboration with teaching staff. • Submit entries to awarding bodies accurately and on time. • Maintain up-to-date records of qualifications, specifications, exam boards, and units. • Ensure secure storage and handling of exam papers and materials in line with JCQ regulations. Communication & Coordination • Liaise with heads of department, SENDCo, site staff, and senior leaders to coordinate exam logistics. • Disseminate exam information to staff, students, and parents/carers. • Resolve queries and complaints related to exams. Invigilation Management • Recruit, train, and manage a team of exam invigilators. • Create and distribute invigilation timetables for both public and mock exams. • Ensure safeguarding and procedural compliance during exams. Access Arrangements • Work closely with the SENDCo to provide access arrangements for both internal and external exams, including mocks. • Coordinate the implementation of approved arrangements such as extra time, readers, scribes, rest breaks, and separate rooms. • Maintain accurate records of students with access arrangements and ensure invigilators are fully briefed. • Apply for special consideration and emergency arrangements as needed.

Results & Post-Exams

- Organise the receipt and distribution of exam results.
- Manage post-results services including review of marking and access to scripts.
- Check and distribute certificates to students.

Compliance & Reporting

- Ensure adherence to JCQ and awarding body regulations.
- Prepare statistical reports on exam entries and results for SLT and governors.
- Update school policies and procedures annually in line with regulatory changes.

Health & Safety Responsibilities

- Ensure all examination venues comply with health and safety policies and statutory requirements.
- Conduct risk assessments for exam rooms and invigilation procedures, including mock exams.
- Maintain clear evacuation procedures and ensure invigilators are trained accordingly.
- Monitor environmental conditions (e.g. lighting, temperature, seating) to ensure a safe and comfortable setting for candidates.
- Report and address any health and safety concerns promptly, liaising with site staff and senior leaders.
- Support students with medical conditions or additional needs by ensuring appropriate arrangements are in place in line with health and safety and safeguarding protocols.

Working Environment

The work must be completed methodically and to deadlines and the programme of work.
There will be a high level of interaction with students and outside agencies.
Contact with students/parents is about routine matters.
Extensive use of Display Screen Equipment

For all staff - You have specific responsibilities under Health and Safety / Safeguarding legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.
- Report any safeguarding concerns to a senior member of staff.
- Attend safeguarding training as requested.

Notes: The jobholder must have the ability to undertake a range of tasks involving the Interaction with all School stakeholders.

- a) The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section 3, paragraph 35).
- b) In line with school policy, all job descriptions are subject to review each year, to support professional development of the postholder and to ensure that the role meets the challenging needs of the school