

RANELAGH SCHOOL



EXAMS MANAGER





September 2026

Dear Colleague

Thank you for your interest in the post of Exams Manager at Ranelagh School. In this letter, we aim to provide you with some further insight into our school and our priorities.

Ranelagh is an 11-18 coeducational, Anglican Academy based in the centre of Bracknell, a short walk from the railway station and with good road links. The school is always oversubscribed and currently has over 1100 students on roll, including 196 in the sixth form.

Our school has an excellent reputation at local and national level. The last inspection by Ofsted in 2024 judged us to be outstanding in all areas. This was our fifth outstanding report and, whilst we are very proud of this achievement, we are in no way complacent.

In addition to excellence in terms of academic outcomes, our purpose is to provide a supportive, stimulating and secure environment in which young people and staff can thrive. As such we seek to employ inspirational and energetic staff, committed to the school's ethos. In return, we aim to provide opportunities for continuing professional growth and development for all staff, beginning with a well-established induction programme.

Given that we spend such a significant proportion of our time in the workplace, it is important to take pride and pleasure in what we do here. Teaching and non-teaching staff collaborate well. They are mindful of one another's well-being and there is a strong sense of collective purpose.

If you are interested in learning more about the role, then please do contact me. I look forward to reading your applications.

Yours sincerely

Mr Timothy Griffith
Headteacher

JOB DESCRIPTION

Job title	Exams Manager
Hours	37 hours per week, term time only plus three additional weeks
Salary	BG-H 15-24 – Actual annual salary £27,662 - £32,509 depending on experience
Contract	Permanent
Pension	Eligible for the Local Government Pension Scheme
Accountable to	Headteacher and line managed by the Assistant Headteacher
KEY FUNCTIONS OF THE ROLE	
Roles and Responsibilities of all Ranelagh staff	As members of a cohesive team, all staff have a common section to their job description which identifies their general responsibilities. 1 To implement the aims of the school 2 To contribute to school reviews, evaluation and forward planning and actively to support the implementation of the school development plan 3 To ensure the implementation of all school policies 4 To ensure that all safeguarding procedures are understood and implemented 5 To maintain practices which lead to the highest standards of teaching and learning, pastoral care and guidance 6 Actively to maintain order and discipline in the school as well as to reward good conduct 7 To attend meetings as and when required according to responsibility and to communicate effectively with colleagues 8 To attend in service training sessions as appropriate and work with advisory staff 9 To liaise with parents and governors as appropriate 10 To encourage a stimulating, secure, safe and attractive environment 11 Actively to support the school in a public forum.
General Responsibilities	To be responsible for managing the effective and efficient administration of external examinations To help to ensure the security and integrity of examinations and assessments To be the main point of contact for the school in matters relating to the general administration of awarding body examinations and assessments To closely liaise with key stakeholders to ensure exams administration processes are strictly followed and key deadlines met To ensure examinations are conducted in accordance with the regulations Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all

	reasonable steps to prevent the occurrence of any malpractice/maladministration.
Specific Responsibilities	Planning for examinations Maintain and develop systems to manage and coordinate all aspects of the exams administration process Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments Effectively use JCQ and awarding body online tools where required Oversee and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders Actively support the head of centre in co-operating with the JCQ Centre Inspection Service when subject to an inspection, an investigation or an unannounced visit Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre Support the Special Educational Needs Coordinator (SENDCo) (or equivalent role) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines) Exam entries Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations/assessments Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates Verify the identity of all students that are entered for examinations/assessments Effectively use internal and external IT systems to submit and manage awarding body registration and entry data Pre-exams Recruit, train, update and manage a team of invigilators Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations Effectively resolve exam timetable clashes in accordance with the regulations Create a centre timetable Enter estimated entries

	Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations Confirm relevant internal stakeholders complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators Support the Special Educational Needs Coordinator (SENDCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.) Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking Exam season Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules Ensure all exam accommodation is prepared in accordance with the requirements Effectively deploy fully trained invigilators to exam rooms according to the requirements Manage unexpected issues/irregularities which may affect the conduct of examinations Support the head of centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies Manage emergency access arrangements for eligible candidates as the need may arise during exam time Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements Submit to the published timescales, relevant follow-up reporting to awarding bodies in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria Ensure that IT for examinations and assessments is appropriately set up, in liaison with ICT support; for example, downloading and uploading files for MFL and practical subjects; ensuring specialist technology is set up for specific exams Results and Post-Results Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results Effectively use internal and external IT systems to access and manage awarding body results information Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines Manage and administer the receipt, collation, distribution and retention of examination certificates according to the regulations Safeguarding and Inclusion Promote the safeguarding and welfare of all students. Be alert to safeguarding concerns and report these in line with school policy and statutory guidance. General Responsibilities
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	Uphold and promote the ethos, values and policies of the school. Attend relevant meetings, training and development activities. Contribute to the wider life of the school where appropriate. Undertake any other reasonable duties commensurate with the grade and nature of the post.
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PERSON SPECIFICATION

Attributes	Essential	Desirable
Education and Qualifications	A* - C English and Maths or equivalent	Emergency at Work First Aid
Knowledge and understanding	Interest/ willingness to work with children Willingness to learn/undertake training Understands and will work within confidential climate	Knowledge of safeguarding procedures
Experience	General administration Microsoft Office/Word/Excel/ Outlook packages	Experience of working in a school environment Basic Knowledge of SIMS or Bromcom
Skills and attributes	Excellent communication and organisational skills Ability to work as a part of an effective team alongside young people and adults Ability to think ahead and work independently on own initiative as necessary Ability to prioritise tasks Confidence to review own performance Accuracy and attention to detail Confidentiality	Ability to deliver staff training or student workshops. Ability to coach or mentor colleagues. Confidence in leading meetings with parents and professionals.
Personal Qualities	A strong commitment to inclusion, equity and high expectations for all students. Professional integrity, discretion and sound judgement.	

	A reflective and proactive approach to problem-solving. Commitment to safeguarding and promoting the welfare of children. Commitment to the values and ethos of the school.	
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Ranelagh School Vision

‘Though we are many, we are one body.’
[Eucharistic Prayer, Common Worship]

Following the ministry of Jesus, we empower all to use their gifts in faithful service. We inspire and encourage each individual to develop and nurture unique skills, interests and talents, in order that they can flourish. Our school is a unifying heartbeat, enabling everyone to feel welcomed and valued as members of our community.

Context

We draw students from over forty primary schools spread over a diverse geographical area. Some of our young people and their families have experienced worship from a range of Anglican traditions, whilst others practise different denominations and faiths, or hold a wide variety of beliefs, values and ways of looking at the world. Our aim is for Ranelagh to offer a unifying heartbeat. Our vision is rooted in the example of Jesus’ ministry – we are all one body, part of one church; we are all known and welcome and our unique skills and attributes are valued.

We endeavour for each individual to be included within our supportive community in which those of all circumstances and contexts are able to learn and work together to experience love, hospitality, service, solidarity, forgiveness and the possibility of new beginnings.

We are unrelenting in our support of each individual, in order that we all might have hope and aspiration for the future. Everyone is enabled to develop their unique skills and talents and to aspire for excellence, being empowered to take responsibility for making wise choices. In order for all students to thrive and excel, we aim to foster confidence and delight in learning through a rich diet of scholastic, practical, cultural and spiritual opportunities.

In addition to encouraging intellectual rigour, we nurture a vibrant and creative environment in which members of the school community are able to work together to seek the wisdom, knowledge, truth, understanding and skills which will support all to fulfil Jesus’ promise of life in all its fullness.

How to Apply

Please complete the online application form available via the school website: www.ranelagh.org.uk

Please note that CVs cannot be accepted.
No agencies please.

The Ofsted logo features the word "Ofsted" in a bold, dark blue sans-serif font. Above the letters "f", "s", and "t" are three stylized human figures in a light blue color, each with arms raised in a 'V' shape.

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