

JOB DESCRIPTION

Examinations and Assessment Manager

Grade 6

The post holder will report operationally to the member of SLT responsible for Examinations and Data, and the SIMS & Data Manager. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils.

Main Purpose of the Job:

To work collaboratively with all staff and parents in order to support student wellbeing and to promote the five outcomes of Every Child Matters

To be responsible for all aspects of the organisation of internal and external examinations, including the recruitment, training and deployment of invigilators and the security of examination papers, in line with JCQ requirements; and the effective distribution of certificates.

To further develop expertise in the software used by schools for examination entries and assessment.

Main Duties

1. To prepare school and student examination timetables for internal and external examinations
2. To produce examination invigilation lists as required
3. To be responsible for the registration of pupil external examination entries with the examination boards, ensuring that every student is entered for every examination with Special Consideration arrangements applied for as appropriate
4. To be responsible for the collation, analysis and distribution of all external examination results
5. To be responsible for the recruitment, co-ordination, training and deployment of exam invigilators as part of the agreed system for the school
6. To be responsible for an agreed budget
7. Assist with the development of appropriate reports, school profiles and other sources of information on performance for the school
8. Assist the Senior Leadership Team, to develop appropriate performance targets for the school as required
9. To develop plans/strategies for future implementation
10. Co-ordinate and oversee the gathering of relevant data for the OFSTED and other external inspections
11. To assist the Senior Leadership Team to organise examination presentation events

12. To organise and collate all the examination information for the 'Results Days'
13. Be responsible for the accuracy, confidentiality and security of data produced by self and other people
14. To be responsible for the creation and maintenance of appropriate data collection structures for staff
15. To work as part of a team to support colleagues and contribute to the vision and ethos of the school
16. To undertake personal development to improve own practice
17. To assist with pupil welfare duties including the supervision of students at lunchtime under the agreed system for the school to ensure the safety and welfare of pupils
18. To assist with school administrative duties including exam invigilation as part of the agreed system for the school
19. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications
20. To liaise with and support, The Timetable and Cover manager, and ensure data consistency within the system
21. To work with teaching staff to ensure accuracy of examinations data
22. To prepare and deliver training to staff regarding examinations matters
23. To deputise for the Timetable and Cover Manager, and other members of the Data team, as required

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

**LEVENSHULME HIGH SCHOOL
PERSON SPECIFICATION**

Post: Examinations and Assessments Manager, Grade 6

For this job we are looking for:

Knowledge and understanding of the external examination systems.

Knowledge and understanding of the school's Assessment Recording and Reporting policy and the associated software.

Demonstrable ability to operate various software packages and information technology systems.

Experience of effectively managing a budget and collating financial data

Good keyboard and mouse dexterity and the ability to operate information technology equipment.

Good communication skills, for effective interaction with service users, colleagues, external educational agencies and members of the public .

Excellent analytical skills to dissect information in order to accurately complete and maintain relevant records and produce complex reports and returns.

Ability to work on own initiative and plan own workload.

Effective and persuasive communicator both verbally and in writing, with the ability to exchange complex information with different audiences.

Experience of developing plans and strategies for future implementation.

Willingness to abide by the GMET and Governors various policies.

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workload demands and new school challenges.

Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal Commitment to continuous service improvement.

Personal commitment to the school's professional standards, including dress code, at all times

Be willing to consent to and apply for an enhanced disclosure to a DBS (Disclosure & Barring Service) check.