



**HALL GREEN SCHOOL
JOB DESCRIPTION
POST: EXAMINATIONS MANAGER**

Post Title	Examinations Manager
Purpose	To ensure the administration, organisation and smooth running of all examinations
Reporting to	Deputy Headteacher – Raising Standards Leader

Core tasks and responsibilities

Responsible for

- Examination entries for external exams to the examination boards for public and GCSE exams.
- Liaising with Heads of Department and KS4 Co-ordinators on entries.
- Disseminating information about public exams to staff pupils and parents.
- Liaising with staff, parents, pupils and to deal with complaints and queries about public examinations including 1 to 1 meetings with parents.
- Handling and ensure the security of examination papers as they arrive.
- The daily running of public examinations.
- Downloading results electronically on the day of publication.
- Managing requests for post results services such as access to scripts, re-marks and appeals, keeping students, Head of Department and Deputy Headteacher informed of progress and outcomes.
- To manage the exams budget to cover the cost of all exam entries.
- Co-ordination of mock/internal exams for both KS3 and KS4.
- Organisation of the post mock interviews including all the administration.
- Organisation of the Year 11 revision timetable.
- Organisation of examination stationery.
- Organising the options process for Year 9 pupils including options interviews and all administration surround this.
- Overseeing the organisation of study support.

Core tasks

- To recruit, interview, manage and lead a team of invigilators.
- To create the invigilation timetable and ensure the required number of bodies are in the exam rooms.
- To make public, information about the examination timetable e.g. dates/times of examinations and the number of entrants.
- To brief pupils on examination procedures and conduct, and to produce guidelines for staff and pupils.
- To provide relevant statistics on examination entry and examination results to the Headteacher, Trustees, the LA and the DFE.
- To check DFE statistics and examination results information before publication.
- To complete all examination entries.
- To oversee the distribution of results and organising results days.
- To check certificates before they are handed to pupils.
- To retrieve costs of examination entry for remarks.
- To make arrangements for all examinations including rooming and invigilation. To liaise closely with the Senior Team over issues of invigilation and cover.
- Liaise with the SENDCO to ensure that appropriate concessions are in place for pupils with access arrangements.

- Liaise with the Welfare Officer to ensure that vulnerable pupils are best supported during their exams.
- To ensure that all exams related policies are in place and updated when required.
- Providing support to the data manager where required, to ensure that all data is accurately disseminated to pupils, parents and staff.

To assist with

- Ensuring all teaching staff meet data deadlines to enable statutory requirements for reporting are met.
- Supporting teaching staff in the use of data to raise standards of student and staff performance.

Generic responsibilities of all Hall Green School Staff

- To work consistently to uphold the school's mission statement.
- To follow all school policies.
- To work in a cooperative and polite manner with staff and all other Stakeholders.
- To work with students in a courteous, positive, caring and responsible manner at all times.
- To follow child protection measures and in so doing ensure that pupil's safety and wellbeing is never compromised.
- To take an active part in the school's commitment to the development of staff and the appraisal procedure.
- To work with visitors to school in a way that upholds the school's reputation.
- To seek to improve the quality of the service the school provides.
- To present oneself in a professional way that is consistent with the values and expectations of the school.
- To carry out, in good grace, any other duty deemed reasonable by the Headteacher.

The post holder will be subject to appraisal objectives which will be agreed and reviewed annually.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.