

JOB DESCRIPTION

Job Title	Exams Manager	Department	Exams
Reports To:	Assistant Headteacher	Grade	8
Responsible For:	Assistant Examinations Administrator Exam Invigilators	Job Type:	Support Staff
Hours	25	Weeks per year	42 weeks
Location	Faringdon Community College		

MAIN PURPOSE AND SCOPE OF THE JOB

To be responsible for the smooth running and administration of all internal and public examinations and to liaise with teachers, students, parents and examination boards in respect of examination requirements, entries, results and communications, whilst also ensuring that the school adheres to all Awarding Bodies' regulations.

Responsibilities:

Staff Management

- Line manage the Exams Assistant
- Lead a team of invigilators
- Be responsible for the training and development of the invigilation team
- Prepare and communicate an invigilation timetable and ensure that sufficient staff are available to meet all requirements.
- Maintain accurate records of invigilator attendance.

External Liaison

- Be the school's principal link with examination boards, following up queries from Subject and other Middle Leaders regarding examination-related issues, disseminating, to relevant staff, literature regarding examinations or syllabuses, sent by examination boards. Assume the role of Head of Centre for administrative purposes.
- To be the point of contact for examination boards and acquire and maintain an up-to-date knowledge of the examinations system, examination board regulations and any changes which occur within the examinations field.

- Plan and publicise, each year, to staff, parents and students, the examinations schedule encompassing internal and public examinations.
- Liaise with examination boards regarding all aspects of policy relating to examination regulations, attending, when appropriate and in liaison with Line Manager, in-service training provided by examination boards, the QCA and other bodies.
- Ensure that systems to be used for submission of examination entries and for the receipt, recording and issuing of results and certificates are working effectively and reviewed on a regular basis.

Budget Management

- Be responsible for the examinations budget, liaising with the Assistant Headteacher, and keep accurate and up-to-date records of examination entry costs and other relevant financial issues.

Internal Liaison and Administration of Examinations

- Carry out the decisions of senior leaders in relation to choice of exam boards, examinations and entries.
- Liaise with Heads of Department regarding all examination entries and the timetable by which entries must be made.
- Be the principal administrator in preparing and submitting all examination entries to the relevant examination boards.
- Receive, check and distribute examination entry statements to students, making and submitting any amended entries to the Boards.
- Manage the receipt of examination results on results days, including the main August examination results days, in liaison with the Deputy Headteacher and to organise the distribution of results to students and the relevant summaries and data to the Headteacher, Senior Leadership Team, Heads of Department and Heads of Year.
- Receive and process requests for remarks, receipt of scripts and appeals against results, liaising, as required, with relevant colleagues regarding educational aspects of such actions.
- Oversee the arrangements for special arrangements for relevant students, liaising with examination boards and the school's Special Educational Needs department.
- Organise the sittings for all examinations, including internal school examinations, booking venues and publicising the examination schedule to staff and students.
- To publicise the examination schedule to families via school news and website.
- Ensure that all public examinations take place according to regulations published by the examination boards and that such regulations are publicly displayed and students duly informed.
- Receive examination papers and other relevant materials sent by examination boards and keep them in a secure place in the Examinations Store; collect, log and dispatch all examination scripts, for marking.
- Maintain accurate records of all examinations, including seating plans and registers
- Receive, disseminate, collect and return requests for predicted grades and other information requested by examination boards.
- Make arrangements for students taking examinations, using laptops, or otherwise, sitting examinations outside of the normal venues.

- Maintain the Examinations store in an appropriate manner, developing clear administrative systems, ensuring examination materials, including furniture, are kept securely and in a well-maintained condition.
- Liaise with relevant Leadership Team and Heads of Year regarding the organisation of examinations, student discipline during examinations and any issues related to student conduct relevant to examinations. This aspect of the role will include the briefing of students at Assemblies, supported by key members of teaching staff.
- Assist, as required, with internal school examinations and other occasions when students are tested/assessed in examination conditions.
- Assist, as required with processing and analysis of examination results.

GENERAL RESPONSIBILITIES

- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to <name>
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promoting the Trust's policies on behaviour for learning and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust.
- Undertaking such other duties as reasonably correspond to the general character of the post
- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

PERSON SPECIFICATION & SELECTION CRITERIA

Qualities	Essential/Desirable
Experience	
Excellent organisational skills, to be able to prioritise work and meet deadlines.	E
Excellent IT skills including working knowledge of MS Office and bespoke software packages.	E
Data processing and management including production of reports in a standard format.	E
Experience of working in a related role, preferably in an education environment.	D
Good working knowledge of school specific processes and IT e.g. Examinations procedures, regulations and policies.	D
Knowledge of school examination procedures and policies.	D
Qualifications & Training	
Minimum of Grade C GCSE in Maths and English	E
A good standard of education to 'A' Level or equivalent	D
Knowledge & Skills	
Ability to manage time effectively, organise & prioritise workloads and work proactively to ensure objectives are.	E
Statistical and numerical skills.	E
Ability to work to a high level of accuracy and attention to detail.	E
Ability and willingness to work cooperatively as part of a team.	E
Respect for the professional expertise of others.	E
High standard of written and verbal communication skills.	E
Able to speak to a group of people and clearly communicate information.	E
Be able to communicate with care and respect to students, staff, parents and carers	E