

JOB TITLE: **Examinations Manager**

REPORTS TO: Headteacher

SUPERVISES: Invigilator Team

BAND: **D**

JOB PURPOSE:

To ensure that all examinations throughout the school, internal and external, are well planned, scheduled and executed.

Direct a team of Invigilators, ensuring correct training and sufficient numbers to meet the requirements of the examination boards.

KEY CORPORATE ACCOUNTABILITIES

- To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above
- To work with colleagues to achieve service plan objectives and targets
- To participate in Employee Professional Development scheme and contribute to the identification of own team development needs.

PRINCIPAL ACCOUNTABILITIES

- Ensure that Heads of Department and Leadership Group are kept informed of all correspondence and publications of a general or specific nature which are received from the Examination Boards.
- Act as liaison between Heads of Department and Examination Boards over syllabus requirements, results queries and issues relating to individual needs of students.
- Develop and operate systems which will ensure the accurate collection, collation and checking of external examination entries.
- Ensure that all examination entries and amendments, where necessary, are submitted in the appropriate format and by the required deadlines. To maintain all associated records.
- Issue individual timetables to students when entries are confirmed.
- Plan the use of rooms, equipment and resources in response to the regulations and requirements of the Examination Boards.

- Manage, train and direct a team of Invigilators, ensuring adequate staffing in-line with Examination Board regulations.
- Monitor spending on examination entries and provide regular reports to Leadership Group.
- Represent the school at such meetings as may from time to time be called for Examination Officers.
- Manage secure storage of papers, adequate stocks of materials and prompt return for assessment.
- Organise the dissemination and collection of question and answer papers.
- Produce and compile exam attendance registers.
- Manage seating arrangements ensuring seating is conducive to fair testing.
- Manage pupil behaviour before, during and on exit from the examination room.
- Ensure compliance with instructions and examination conditions.