# EXAMS MANAGER

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| **Name:** |  |
| **Post Title:** | Exams manager |
| **Reporting to:** | Assistant Head (Curriculum) |
| 1. **Job Summary / scope / purpose**  * Provide effective and efficient administration of internal tests and all public KS4 and KS5 examinations in accordance with regulations * Liaise with teachers, students, parents/carers and examination boards in respect of examination requirements, entries, results and communications, ensuring the school adheres to all awarding body regulation. * Establish a positive examination culture in the school to which all staff and students subscribe. | |
| 1. **Key Responsibilities**    1. Liaise closely with staff regarding entries, and ascertaining entry levels of students. Submit entries for external examinations to awarding bodies in advance of deadlines and issue check sheets to candidates to ensure they are entered into the correct examinations at the correct level.    2. Resolve examination clashes in accordance with regulations.    3. Maintain computer system and keep updated, downloading base data files from each examining board for relevant examination periods. Complete all administration relating to coursework and forms according to board timetables, adhering strictly to their deadlines.    4. Disseminate information, answer enquiries and deal with complaints regarding external examinations with staff, students and parents/carers.    5. Brief candidates on examination regulations and ensure they are aware of their own examination timetables, and produce written guidelines for staff and students.    6. Organise SEN examination provision, in liaison with the SEN coordinator    7. Make arrangements for mock examinations, including the production of the timetable, rooming and invigilation.    8. Manage the planning, preparation and delivery of external examinations, ensuring that all materials are in place, and exam rooms are organised in accordance with regulations.    9. Make arrangements for students taking examinations using laptops, or otherwise, sitting examinations outside of normal venues.    10. Organise examination materials, and ensure safe custody of examination materials and question papers, in accordance with regulations.    11. Provide a centre timetable, and keep comprehensive and accurate exam records.    12. Collect and despatch worked scripts in accordance with the regulations.    13. Responsible for the recruitment, induction, management, supervision and training of invigilators, and the scheduling of invigilation, including briefing invigilators appropriately, to ensure appropriate cover for all exams.    14. Provide appropriate training and development for the Senior Invigilator(s) to ensure the key responsibilities for managing exams can be covered in the absence of the Exams Manager.    15. Oversee the distribution of results to candidates on Results days, and the checking and distribution of certificates. Respond to enquiries about results and requests for return of scripts.    16. Produce and disseminate analyses of examination results, CATs tests, ALPs data and other external data on a timely basis to relevant personnel and provide statistics on examination entries and results for the Headteacher, senior management team, governors, LA, DfE, etc. and prepare Performance Tables for publication.    17. Work with SIMS officer to ensure data collation, analyses and dissemination deadlines are met and provide assistance in the SIMS Office as required at less busy times in the school calendar.    18. Keep up to date with the requirements of the role, and changes to procedures and regulations for external examinations, including attendance at appropriate awarding body and internal training events/meetings etc.    19. Manage the Examinations budget. | |
| **3. Responsibility for Staff** | |
| * The post-holder provides line management for a large team of casual Exam Invigilators. | |
| **4. Level of Supervision** | |
| * The post holder is required to work mainly without direct supervision but will generally have access to the line manager on a daily basis for advice and guidance on unusual or difficult problems. | |

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| **Summary of main terms and conditions**  The above responsibilities are subject to the general duties and responsibilities contained in the Contract of Employment for Support Staff. | |
| Grade | * Scale SO1 (points 29 to 31 on the NJC pay spine for Support Staff) |
| Salary range | * £ 25,951 to £ 27,668 per annum (pro-rata for part-time) * The actual salary, based on the hours per week and working weeks plus holiday entitlement per annum, is within the range £23,933 - £25,517 per annum |
| Starting salary | * The actual salary will be calculated based on the hours per week, the working weeks per annum including a pro-rata holiday entitlement per annum. * The starting salary will normally be at the minimum of the salary scale, unless incremental points are awarded for previous skills and experience. Thereafter, progression will be by annual increments, subject to satisfactory performance. |
| Hours | * The appointment is for 37 hours a week over 5 days per week. * Hours of work will vary according to the examination periods throughout the year with a longer working week during exam periods and a shorter working week out of exam periods. The post-holder should take a daily (unpaid) lunch-break of at least 20 minutes. * Hours of work (start and finish times) will be as agreed with the line manager. |
| Working Weeks | * 42 working weeks a year including term-time (38 weeks a year) plus an additional 5 Staff Training days a year (39 weeks) and 3 additional weeks worked during school holidays. |
| Probationary period | New appointments are subject to successful completion of a six month probationary period (or 1½ terms). |
| Supervision of students (Duties) | As part of your responsibilities you may be included on the supervision rota for lunchtime supervision and break-time duty as part of your contractual working hours. |
| Working Conditions | Mostly office based. Some early starts and late finishes will be required. Some travel may be required within the region. |
| Notice period | A minimum of two months in writing. |
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| The job description outlines in general terms the main responsibilities of the role, which the post-holder will be expected to undertake. It does not list all the tasks and duties of the post-holder or specify the particular amount of time to be spent on carrying them out and no part of it may be so construed.  The job/responsibilities described may vary or be amended from time to time without changing the overall level of responsibility associated with the post.  The job description may also be reviewed and amended from time to time by the School in consultation with the post-holder, to reflect or anticipate changes in the job which are commensurate with the grade and job role. | |