

JOB DESCRIPTION

Clevedon School

Valley Road | Clevedon
North Somerset | BS21 6AH
01275 876744
office@clevedonschool.org.uk
www.clevedonschool.org.uk

Headteacher: John Wells

Student Focused Achievement



Clevedon
LEARNING TRUST

Examinations Manager

Grade: JG7 – JM1 (dependent on experience and skills)
Permanent, 37 hours per week
Term Time plus 2 weeks

Line Manager: Head of Curriculum, Assessment & Achievement
Other Stakeholders: Executive Headteacher | SLT | CLT Strategic Leadership Team
Responsible for: Examination Invigilators

CONTEXT

It is expected that staff at Clevedon School agree with, abide by and promote the aims and objectives of the School and the Clevedon Learning Trust.

The school's vision statement is: '**Student Focused Achievement**'.

Staff should interact on a professional level with all stakeholders. Clevedon School is an institution where each member is valued as part of the school, committed to equality of educational opportunity.

A. MAIN AREAS OF DUTY

- i. To be responsible for the efficient and effective running of the administration of all internal and external examinations within the school, including liaising with staff, students, invigilators and examination boards.

B. SPECIFIC DUTIES

- i. To be responsible for correct examination entries for all public external exams to the examinations boards, and internal examinations throughout the school year, including mock examinations, CATS, NGRT and other testing as appropriate.
- ii. To liaise with Subject Co-ordinators and the SLT with regard to the relevant examinations boards and syllabus studied to examination level, ensuring the accurate set up of Course Manager and correct QAN/Discount Codes.
- iii. To check in and securely store all examination papers posted to the school, to ensure sufficient stationery and materials for each examination and to ensure completed papers are collected and posted securely.
- iv. To process examination results, and together with the Data Manager, provide analysis of examination results for the SLT and other stakeholders, including where relevant, the local and national press.
- v. Deal with any pre/post-result queries from students, staff and parents, and ensure that all necessary entries, certification and cashing-in meets the timescales set by the examination boards.
- vi. To develop, maintain, implement and adhere to exams policies. To ensure statutory procedures and recommendations relating to examinations from the DfE, Joint Council, NAA, exam boards and other relevant agencies are implemented and followed on a timely basis.
- vii. To have responsibility for the exams budget. Check invoices and co-ordinate the recovery of fees from absentees, re-sits and private entries.
- viii. To draw up the timetable for internal and external examinations and end of year tests, including allocation of rooms and seating plans, resolving timetable clashes, and issuing individual timetables (electronically) and rules of conduct to students, and ensuring appropriate invigilation is allocated.

- ix. To be responsible for the daily running of internal and external examinations and to inform the relevant staff about any arrangements that need to be made for furniture in examination rooms, room changes, and staff required if relevant.
- x. To employ, establish and co-ordinate an appropriate invigilation team, ensuring the effective and efficient training, retention, deployment and monitoring as line manager to these casual members of staff.
- xi. In collaboration with the SENCo complete applications for Access Arrangements and Special Consideration, ensuring adequate arrangements within the school.
- xii. Assist in the collection and analysis of CAT tests, reading tests and other assessments.

AND IN ADDITION

Having a willingness to take responsibility for one's own professional development and to engage with further training and opportunities.

To attend and/or chair any other meetings and fulfil other duties as may, from time to time, be reasonably directed by the Executive Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The allocation of particular responsibilities may be amended by agreement from time to time.

NOTES

The School will endeavour to make any reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the time of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.



QUALIFICATIONS AND EXPERIENCE

AREA	ESSENTIAL	DESIRABLE
Education	Good general education to A Level including Numeracy and Literacy equivalent to GCSE Grade C, or Level 3 on the national vocational framework.	Evidence of relevant professional development and qualifications.
Experience	<p>Good knowledge of the school examinations process including how they are administered and conducted.</p> <p>Experience of using SIMS: Examinations Organiser, Assessment Manager or Nova T6.</p> <p>Knowledge of the procedures and regulations of school examination boards.</p> <p>Experience of securely handling and maintaining sensitive confidential information.</p> <p>Experience of working within an administrative environment.</p> <p>Understanding of confidentiality and data protection.</p>	<p>Experience of working in education, preferably in a large secondary school.</p> <p>Experience of supervising staff.</p>
IT Skills	High level of IT skills, particularly in MS Excel and MS Word.	
Other Skills	Strong numeric skills and attention to detail.	
Qualities	<p>Excellent communication and interpersonal skills.</p> <p>Excellent organisational skills and the ability to effectively multi-task, plan and prioritise workload to meet deadlines.</p> <p>Ability to work on own initiative and to 'think outside the box' for problem solving.</p> <p>Good time management, flexible, motivated, confident, assertive.</p> <p>Ability to manage change.</p> <p>The ability to relate to a wide range of people.</p> <p>Enthusiastic and positive with a 'can-do' attitude.</p>	

