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**Job Description**

**Examinations Manager**

**Contract Type (Permanent – Full Time - Term Time only + 2 weeks)**

**St Thomas More Catholic School**

**Grade H SCP 31 – 34**

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| Examinations Manager  |
| Reports to: | Deputy Head Teacher , Curriculum |
| Responsible for: | Cover Supervisors |
| **Working Time:** | Term Time+2 weeks in August to cover the publication of the August examination results |
| **Salary/Grade:** |  |
| **Key Responsibilities*** Ensure the smooth running of all internal and public examinations.
* Administer the day to day cover and supply staff as required.
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| **External examinations** | Responsibilities in this area include:-* the distribution of examination results, dealing with queries arising from results and administering re-mark requests during the summer series of examinations (August)
* following all deadlines, guidelines and procedures as laid down by examination boards and the Joint Council Qualifications (JQC)
* maintaining accurate information and documentation with regard to access arrangements in examinations (in consultation with the Learning Support Department), and liaison with the examination boards to secure the necessary permission
* arranging for candidates to continue their course of study when they have joined the school late, particularly Sixth Form students
* obtain estimated entry information and distribute accordingly
* collating and distributing examination board certificates
* ordering stationery and other examination materials
* making arrangements for examination furniture and examination areas
* further develop the use of ICT to improve the management administration and organisation of internal and external examinations
* preparation, planning, coordinating and conducting of public external examinations and all internal examinations
* submission and checking of entries for all external examinations
* transmission and receipt of EDI files
* production of examination timetables seating arrangements for examinations
* production and publication of external/ internal examination timetables for the invigilators
* circulation of incoming information and logging important communications from examination boards, etc
* maintaining effective and secure systems for storage and retrieval for examination board materials and scripts
* administration of re-sits and enquiries about results
* requests for special consideration
* input candidate grades for vocational courses
* collation and packaging of all examination scripts
* recruitment, training and management of external invigilators and the associated administration in respect of these invigilators
* daily running of all public examination including speaking tests
* researching past examination results
* authorisation/ monitoring of examination invoices
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| **Manage and administer the cover & supply requirements of the school** | * Responsibilities in this area include:
* Manage the cover supervisors including a daily morning briefing and allocation of duties for the day.
* Request and manage supply staff as required.
* Dealing with requests from teaching staff to be absent from school due to training, meetings, leave of absence.
* Monitoring planned absence from school to ensure lessons/students are not adversely affected.
* Liaise with HR Manager to ensure long term and short term teacher absences are followed up and return to work in order to inform planning of cover/supply etc.
* Record and monitor staff attendance on MIS data systems
* Review the training and development requirements of the cover supervisors and arrange the appropriate internal/external training.
* Carry out annual performance management and mid year reviews of the cover supervisors in line with operational service standards.
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| **Management of School Calendars**  | Responsibilities in this area include:* assisting with the production of the school calendar and ensuring that it is accurate and up to date
* maintaining school events in Google Calendar
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| **Other Duties** | Carry out invigilation in case of short term staff absenceCarry out cover in case of short term staff absenceAny other reasonable task requested by the Head Teacher |

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**Person Specification**

**Examinations Manager**

**St Thomas More Catholic School**

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| **Knowledge** |
| Criteria | Weight | Exceeds | Met | Partially Met | Not Met |
| Basic knowledge of ICT, software packages, and relevant systems | Essential |  |  |  |  |
| Understanding of relevant policies and procedures regarding examinations and cover and the rules and regulations surrounding the administration of examinations in schools | Desirable |  |  |  |  |

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| **Skills & Abilities** |
| Criteria | Weight | Exceeds | Met | Partially Met | Not Met |
| Ability to communicate effectively wide a wide range of people, within and beyond the school | Essential |  |  |  |  |
| Ability to work as an effective team member | Essential |  |  |  |  |
| Experience of working in an educational setting | Essential |  |  |  |  |

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| **Experience** |
| Criteria | Weight | Exceeds | Met | Partially Met | Not Met |
| Lead and manage a team of people to ensure the smooth running on examinations and cover | Desirable |  |  |  |  |
| Experience of administration of examinations and cover within an educational setting | Desirable |  |  |  |  |

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| **Education & Training** |
| Criteria | Weight | Exceeds | Met | Partially Met | Not Met |
| Level 3 Qualification or higher in relevant subject area | Essential |  |  |  |  |
| English and Mathematics GCSE at least Grade C or equivalent | Essential  |  |  |  |  |
| Evidence of CPD undertaken  | Essential |  |  |  |  |