



THE GRAMMAR  
SCHOOL AT LEEDS  
Be Inspired



Examinations manager

# The role

## Examinations Manager

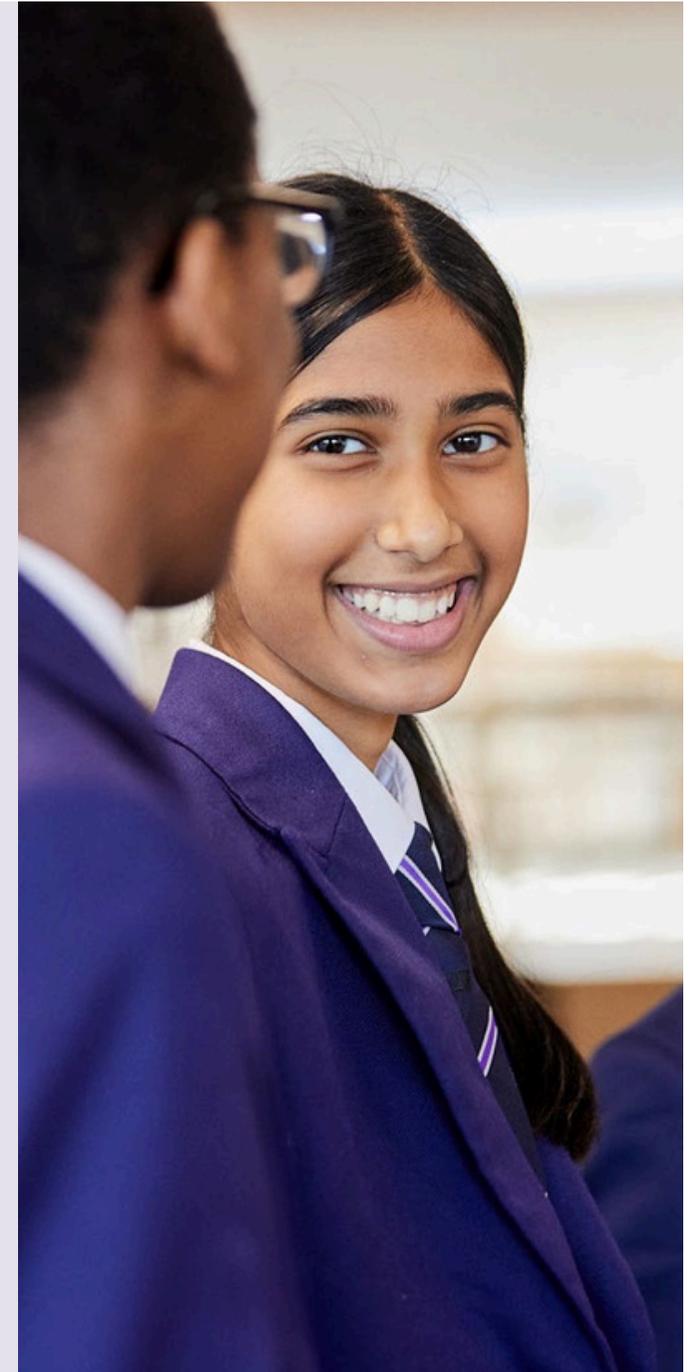
Reports to: **The Director of Assessment, and through them to the Principal**

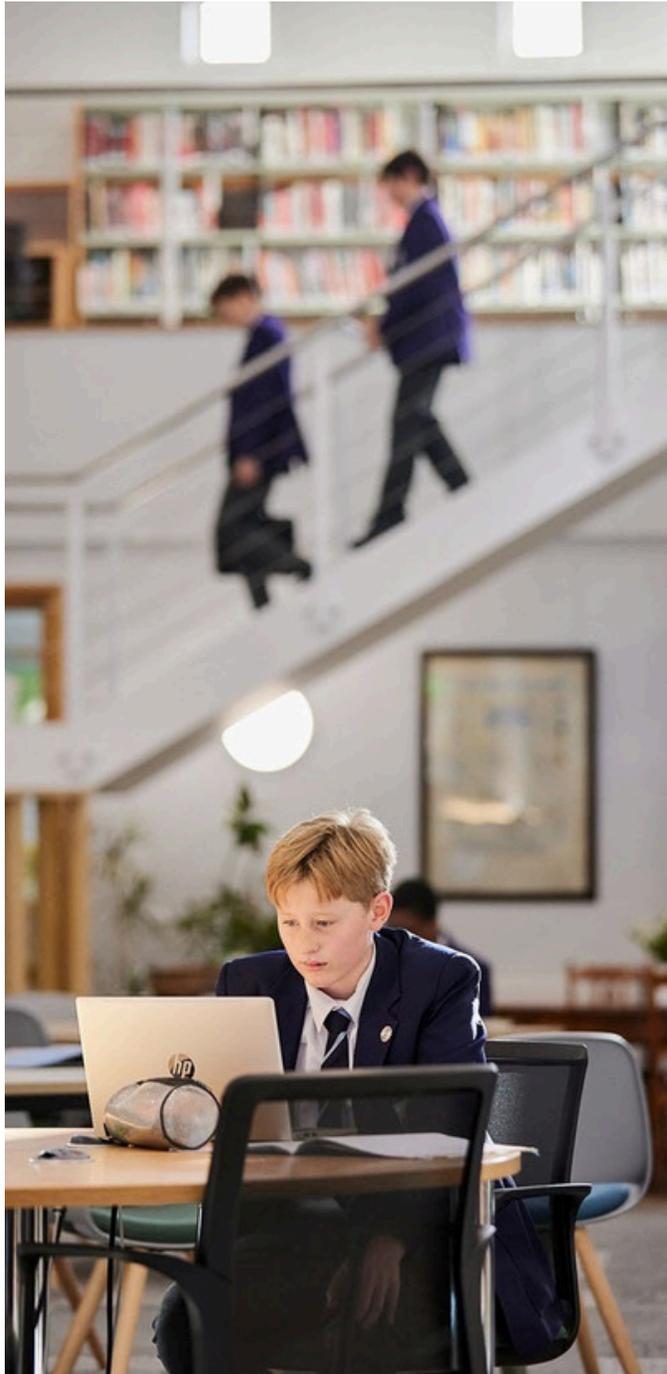
### Main purpose of role

To manage the administration and organisation of all aspects of external examinations and end of year exams for KS4 and 5, in accordance with the awarding bodies' regulations. To oversee the work of the Exams and Academic Assistant and external exam invigilators to ensure that candidates have the best possible physical conditions in which to sit examinations, which conform to awarding bodies' requirements.

### Main responsibilities:

- To be responsible for the administration, organisation and smooth running of public examinations and end of year examinations for KS4 and 5
- To conduct examinations in accordance with the regulations specified by the various awarding bodies, overseeing the storage of papers, organising of exam materials and the dispatch of papers
- To compile, review and update exam related policies/procedures as required by JCQ and the awarding bodies and distribute communications to the heads of departments and other colleagues
- To liaise with colleagues, students and parents and to deal with enquiries about public examinations
- To oversee the work of the Exams and Academic Assistant, delegating work as and when required
- To manage the examinations budget
- To prepare accurate and timely submission of entries to awarding bodies
- To brief candidates on examination regulations and produce written guidelines and information for staff, students and parents
- To draw up and publish examination timetables and manage any issues relating to invigilation and general school planning of exams
- To advise students of the dates and times of their examinations and resolve clashes in accordance with regulations, making appropriate provision for students
- To organise SEN provision during examinations, liaising with the Director of Individual Needs
- To apply for Special Consideration for candidates whose performance has been adversely affected by illness, injury or disposition at the time of the exam/assessment
- Be responsible for the management and supervision of external invigilators, including direct involvement in recruitment, training, organising invigilation rotas, ensuring sufficient cover for any absentees during exams and submitting their timesheets to payroll in a timely manner
- To download results in accordance with JCQ regulations. Attend GCSE and A Level results days, distributing documentation to colleagues and students
- To process enquiries from students, parents and colleagues about results and post results
- To assist the Head of Centre in making appeals, complaints and commence grievance procedures with awarding bodies
- To make manual amendments to marks and/or grades where necessary following enquiries about results ensuring that examination data on the MIS system is kept up to date
- Oversee the checking and distribution of certificates
- To ensure candidates' non-examined assessment coursework marks are submitted by heads of department before the published deadline
- To ensure all reasonable steps are taken to prevent the occurrence of any malpractice/maladministration before, during and after exams have taken place
- To assist the Head of Centre in managing conflicts of interest by informing the awarding bodies, before the published deadline of measures taken to mitigate any potential risk to the integrity of the qualifications affected





### General

- Any other assistance as may be reasonably required from time to time by the Principal or other senior manager in order to facilitate the efficient running of the school.
- This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal.
- All colleagues employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.
- All colleagues should be aware of the school's health & safety policy and implement it as appropriate.



# The person

## Qualifications & attainments

- GCSE in English Language and mathematics, grade C or above
- Qualification in Examinations Management (BTEC, TCOT) would be beneficial

## Experience & knowledge

- Experience of successfully leading and managing a large school's/college's examinations process
- Experience and knowledge of examinations regulations and procedures
- Computer literate with experience of using a wide variety of software packages including Microsoft Office
- Experience in the use of SIMS Examinations Organiser
- Experience of budget management

### Essential



### Desirable



## Skills & qualities

- Ability to handle information in a confidential manner
- Excellent planning and organisational skills with the ability to prioritise demanding workloads
- Good problem-solving skills and able to make well-judged decisions
- Ability to pay attention to detail and maintain a high level of accuracy
- Ability to communicate strongly, both in writing and verbally, with a wide range of stakeholders
- The ability to remain calm under pressure and work accurately to tight deadlines
- Self-motivated with the ability to work independently
- Ability to review processes and identify areas of improvement

## Values & ethos

- Commitment to child protection and the promotion of a safe environment for children and young people to learn in
- Commitment to the School's support and promotion of equity & diversity
- Commitment to continuous self-development and a willingness to learn
- A supportive understanding of the ethos of independent education

## Work circumstances

- Flexibility with working hours to meet the requirements and demands of the post

### Essential



### Desirable

# Your benefits

## Colleague benefits - support

Colleagues at The Grammar School at Leeds have access to a wide range of benefits including:

<p>Access to our Colleague Assistance Programme well-being app, Vivup, offering telephone counselling, financial and legal advice plus 6-8 face-to-face counselling sessions</p> 	<p>Personal pension plan with Aviva up to 5% colleague contribution and 10% employer (with the facility to pay higher or lower colleague contributions)</p> 	<p>Beautiful lunch time walking routes around our 140 acre site</p> 	<p>Generous leave of absence scheme to support our colleagues when they need it</p> 	<p>Colleague discounts through multiple providers, including Vivup, Discounts for Teachers and Extras</p> 
<p>Access to our 24/7 GP provider, Health hero</p> 	<p>Training and CPD available including five inset days per academic year</p> 	<p>25 days annual leave per year plus eight statutory bank holidays (pro rata for part-time roles)</p> 	<p>Onsite gym and swimming pool available for colleague use within set times as well as colleague classes such as pilates, meditation, kettlebells, spinning and bootcamps</p> 	<p>Significant discount on school fees</p> 
<p>Colleague lunches: three courses available for £2.40 during school lunchtimes plus free tea, coffee and hot chocolate machines</p> 	<p>Option to purchase up to 10 additional days of annual leave</p> 	<p>Childcare provided for colleague's children during school INSET days (from the age of 3 up to age 11)</p> 	<p>Opportunity to be involved in co-curricular activities such as the colleague pantomime, wellbeing committee or volunteer for community events</p> 	<p>School closure days in the Christmas holidays in addition to annual leave entitlement</p> 
<p>Use of the school's extensive library facility</p> 	<p>Free car parking available on site</p> 	<p>Salary sacrifice schemes for cycle to work</p> 	<p>Free use of the school bus service (subject to availability)</p> 	<p>Free after school childcare until 6pm for the hours that you are working (subject to availability)</p> 

# About us

**The Grammar School at Leeds is a highly successful, academically selective co-educational school of over 2,000 pupils and 435 members of staff, based on a modern, purpose-built campus in north Leeds.**

A rich heritage combined with an innovative approach, GSAL offers academic excellence and a breadth of opportunity that develops and celebrates the strengths of all pupils and staff. The school seeks to nurture all its pupils to make the most of their talents, realise their potential and develop a confidence to rise to any challenge.

Academic achievement is at the heart of a rounded education at the school. A rich, stimulating curriculum combined with a caring pastoral system helps to develop curious and successful learners and well-rounded citizens alongside achieving consistently excellent academic outcomes.

GSAL is a co-educational school which follows the 'diamond model'. Between the ages of 3 and 11, pupils are taught together before moving into predominantly single-sex academic classes from ages 11 to 16 years, later reverting to mixed teaching groups in sixth form. This structure offers the advantages of single sex teaching and learning, together with the continued benefits of mixed co-curricular and pastoral engagement.





# Our ethos and values

The school aims to foster an inspiring environment of learning and aspiration where pupils and staff alike can flourish every day, within and beyond the classroom. Everyone in the community is encouraged to grow, reflect, be kind and have respect for others. The school is a positive, caring, and inclusive environment where every child is valued and supported by a dedicated team of staff to become confident, resilient, and capable young people.

The school also recognises its role in society more widely, inspiring an outlook that is both local and global, and fostering an ambition for the highest impact and achievement in life beyond the school gates.

The school operates on FREDIE principles:

- Fairness
- Respect
- Equity
- Diversity
- Inclusion
- Engagement

**PROUD TO BE™  
FREDIE**

We care  
We are brave  
We grow a little every day



# Equity, diversity and inclusion

Both Leeds Grammar School and Leeds Girls' High School were built on the principle of providing outstanding educational opportunities to young people regardless of their background. This inclusive approach remains at the heart of the school's ethos today. Pupils come from a wide range of backgrounds and all are valued and respected. As has been the case throughout the school's long history, a diverse school community is united by a common thread: a genuine love of learning.

In 2023 the school was awarded the Investors in Diversity accreditation and is proud to incorporate FREDIE values in all parts of school life. This award is recognised as the national equity standard. In the National Centre for Diversity 2023 awards Top 100 Most Inclusive UK Workplaces, GSAL was placed at number 14 and named School of the Year. Whilst the school was very proud to receive these accolades, it recognises that in an increasingly polarised world, ensuring that everyone in the school community feels heard, valued and respected is vital for creating a cohesive and tolerant school.



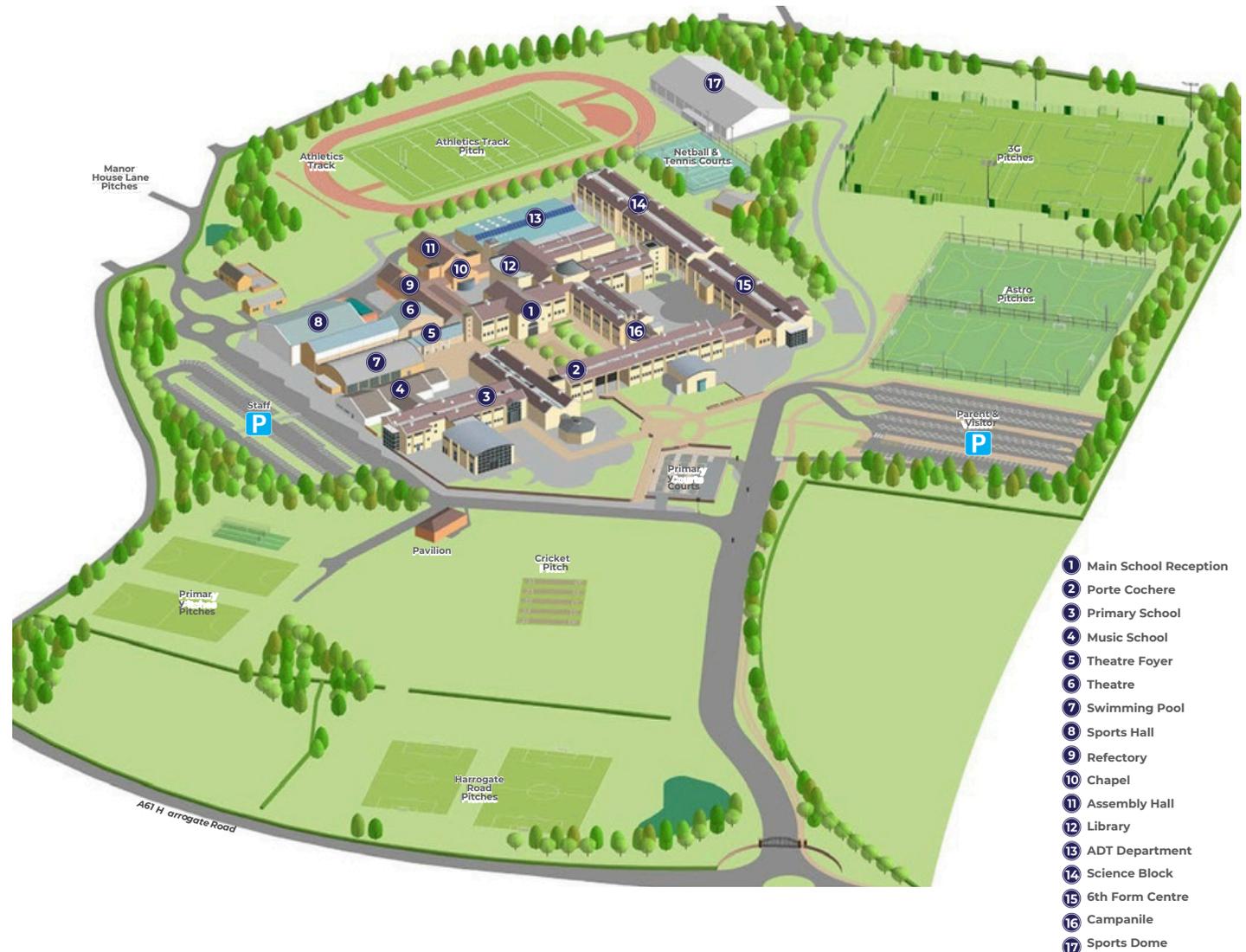
# Our location and facilities

Leeds is a thriving city which has benefited from a period of sustained economic expansion. Vibrant and friendly, with a wide range of cultural, social, sporting and leisure activities, the city has something for everyone. Leeds offers the best of both worlds – all the advantages of a modern city with Yorkshire’s beautiful countryside on the doorstep. In 2022, The Sunday Times named Leeds as one of the best places to live in the UK.

The school occupies a 140 acre campus in north Leeds. The school is easily accessible to families from across Leeds as well as Harrogate, Wetherby, Ilkley and surrounding towns and villages. The school operates a comprehensive bus service which enables over 600 pupils a day to travel to and from school.

The campus has outstanding facilities. The Primary and Senior Schools each have their own well-equipped specialist classrooms, libraries, laboratories, halls, music rooms and indoor sports facilities. The Primary School has its own dining area for the youngest children, while in the Senior School there is a refectory, and each year group has a common room.

Sixth form students have their own café, common room and study areas. Modelled on some of the best university resource centres and libraries, the Lawson library in the Senior School provides an environment and range of study facilities befitting a 21st century campus, enhancing the learning experiences of pupils. In addition, a state-of-the-art swimming pool, track and field facilities, all weather pitches, 3G pitch and sports dome provide unrivalled opportunities for physical education.



- 1 Main School Reception
- 2 Porte Cochere
- 3 Primary School
- 4 Music School
- 5 Theatre Foyer
- 6 Theatre
- 7 Swimming Pool
- 8 Sports Hall
- 9 Refectory
- 10 Chapel
- 11 Assembly Hall
- 12 Library
- 13 ADT Department
- 14 Science Block
- 15 6th Form Centre
- 16 Campanile
- 17 Sports Dome



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