

# JOB DESCRIPTION

## Examinations Manager



DEPARTMENT	Examinations/Academics
REPORTS TO	Head of Examinations
RESPONSIBLE FOR	Invigilators
WORKING PATTERN	40 hours per week term time only (33 weeks) plus flexible hours during the summer holidays and May half-term (your employment contract will give full details)
ISSUE/REVISION DATE	July 2025

## BACKGROUND

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding Houses, and there are about 120 teaching staff and over 400 non-teaching staff.

The Examinations Department is responsible for all external examinations throughout the School and helps run the Oxford and Cambridge university admissions tests, as well as the testing process for admissions to American universities.

## THE ROLE

Reporting to the Head of Examinations and the Academic and Universities Director, the Examinations Manager focuses on the planning and delivery of all examinations at Harrow School and has supervisory responsibility for a team of invigilators who work for the School on a casual basis during the examinations season.

## KEY RESPONSIBILITIES AND DUTIES

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This job description reflects the core activities of the role and is subject to change as the department and the post-holder develop. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. In addition, the post-holder will be expected to undertake other such duties within the scope of the role as may be required by the line manager.

### Administration

- Acting as a primary contact and point of liaison between examination boards and the School.
- Co-ordinating and administering the process of estimated entries and final examination entries for Harrow School candidates, including all GCE and (I)GCSE entries.
- Assisting with the oversight of collation and submission of coursework marks and dispatch of coursework (both online and by post)
- Collating forecast grades for every candidate in every subject as required by the awarding bodies.
- Management of the submission of requests for enquiries about results following the general release of exam results.
- Monitoring the examinations budget and all related expenditure.
- Managing the distribution of all public examination certificates.
- Compiling transcripts for American university applications, as required.
- Dealing with requests from Old Harrovians for their academic profiles and providing verification of qualifications to third party agencies as requests are made.

### Regulation and compliance

- Responsible for high quality professional guidance in examination practices, examination security and related matters, ensuring that all arrangements satisfy examination board regulations and that all deadlines are met.
- Ensuring, with the Head of External Examinations, that the School remains compliant with all regulatory guidance from the Joint Council for Qualifications and Cambridge Assessment International Education.
- Responsible for receipt, storage and safe delivery of examination papers to examination rooms, and their secure packaging and delivery from the School site after papers are completed.
- Taking all reasonable steps to minimise the risk of instances of malpractice and maladministration, before, during and after examination series.
- Overseeing the collation of any cases of conflicts of interest of centre staff and ensuring appropriate mitigations are in place to ensure exam security and regulatory compliance.
- Ensuring full compliance with the School's safeguarding and child protection policies and current statutory safeguarding legislation and guidance.
- Ensuring confidentiality at all times and that all personal data is processed in line with the Data Protection Act 2018 and General Data Protection Regulations (GDPR).

### Team management

- Co-ordinating and supervising the work of the team of exam invigilators during examination periods, including recruitment, training, mentoring, deployment of invigilation staff and processing of timesheets and payments.
- Working flexibly during the main examination series in May/June and during review of marking period in August/September.
- Arranging any required clash supervision by invigilators as directed by the Head of External Examinations.
- Overseeing the involvement of the invigilator team in internal examinations to ensure rooms are appropriately staffed and supervised, in liaison with the Academic Coordinator.

### Examination delivery

- Managing the administration of the delivery of public examinations, including timetables, rooming, seating plans and attendance registers, to ensure the effective and secure delivery of all papers.
- Managing the delivery of mock examinations for the two exam years, including rooming, seating plans, access arrangements and delivery of papers.
- Organising and overseeing American College Testing (ACT) for candidates applying to American universities.

- Managing the facilitation of requirements for candidates with bespoke access arrangements in internal examinations.
- Working closely with the Learning Skills team to ensure all access arrangements and reasonable adjustments for candidates with special educational needs and disabilities are applied for by the necessary deadlines and said arrangements are administered appropriately and to ensure compliance with the relevant guidance in these areas.
- Acting as appointed First Aider for exam venues.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection policies and procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to his/her line manager or the School's Safeguarding Lead.

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR Team. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

## PERSON SPECIFICATION

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### QUALIFICATIONS, EDUCATION AND TRAINING

#### ESSENTIAL

- Minimum GCSE Maths and English (or equivalent)
- First aid qualified. In cases where a first aid qualification is not held, the appointed candidate will be required to acquire first aid training within the first three months of their employment.

### KNOWLEDGE AND EXPERIENCE

#### ESSENTIAL

- Extensive knowledge of the examinations framework used in schools.
- Previous experience of managing or supporting the examination arrangements in an educational setting.
- Significant experience of working in a busy office or administrative environment at a similar level.
- Demonstrable experience in delivering effective administrative solutions.
- Comfortable working with databases and large data sets.

#### DESIRABLE

- Experience of leading, developing and co-ordinating staff.
- Experience of working with school databases (eg iSAMs/SIMs) .

### SKILLS AND ABILITIES

#### ESSENTIAL

- Good literacy and numeracy skills.
- Highly organised.
- Data analysis skills.
- Strong planning ability and experience of handling multiple projects simultaneously.
- Ability to work to deadlines and efficiently under pressure.
- Advanced IT skills – specifically Microsoft Office applications.
- Ability to relate well to young people.
- Knowledge of examinations administration.
- Able to liaise sensitively and effectively with pupils and parents.

#### DESIRABLE

- Knowledge of the US application process and the creation of US-style academic transcripts.

### PERSONAL ATTRIBUTES

- Sensitivity, tact and diplomacy with the ability to remain calm in difficult situations and when under pressure.
- A positive role model for pupils, promoting the values and ethos of the School.
- Able to work flexibly during main examination periods and during re-marks in August/September.

## SCHOOL VALUES AND BEHAVIOURS

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All staff are expected to conduct themselves in line with the School's values, which are **Courage**, **Honour**, **Humility** and **Fellowship**. While the School's values set out what matters most to us, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of our values.

### COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge our own poor behaviour and that of others.  
We are open to new ideas, and seek fresh challenges.

### HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions while setting them in the context of today.

### HUMILITY

- We work hard to serve others in the School and across our wider communities, where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome; we celebrate those who took part.

### FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We are role models for the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.