

 **Examinations Manager**

**Maternity Cover**

**Fixed Term**

**Full Time**

JOB DESCRIPTION

St Joseph’s College, as an aware employer, is committed to safeguarding and promoting the well‑being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the College and extend to services linked on its behalf.

General Requirements

All staff are expected to:

* Be committed to safeguarding of children and young people at the College.
* Contribute to the College’s extra-curricular programme.
* Actively support the ethos of the College.
* Contribute to the daily running of the College and follow its policies and procedures.
* Organise, plan and prepare lessons
* Share good practice with colleagues wherever possible.
* Take an active role in ensuring the realisation of the College Development Plan.
* Treat each student as an individual with courtesy and respect.
* Teach lessons which meet all pupils’ specific learning needs, assess, monitor and record progress and be up to date with developments in their specific subject area.
* Undertake any other duty deemed reasonable by the Principal.

Examinations Manager (Maternity Cover)

Responsible to: Deputy Principal

Core Working Hours: 8.30am to 5.00pm

To manage and maintain the College’s Management Information System and to ensure its effective use. To develop and support internal data systems to support the efficient administration of the MIS system. To administer all Awarding Body registrations, examinations, results, certificates and other events. To provide support for the Deputy Principal.

MAIN RESPONSIBLITIES

* To administer all Awarding Body registrations, examinations, results, certificates and other events.
* To strictly comply with all awarding body regulations and deadlines.
* To liaise with Awarding Body representatives on any matters that may arise relating to learner entries or validation of examination papers.
* To be the main point of contact for visits by awarding body inspectors and ensure that any recommendations made are implemented.
* Oversee and support the receipt, security and despatch of examination papers and other relevant documents in a confidential and secure manner. To maintain a secure area for examination documentation and be a nominated key holder.
* To ensure that all student achievement records are recorded on the individual learner record in a timely way so that performance tables can be provided, in accordance with the College reporting schedule.
* To keep up- to-date with changes to awarding body regulations and implement changes.
* To make recommendations to management regarding Awarding Body selection, policy and implications of changes.
* To co-ordinate and manage a team of invigilators. To provide training to the invigilators and ensure that they understand and comply with awarding body regulations at all times. To administer their pay claims.

OTHER TASKS REQUIRED IN CARRYING OUT THESE DUTIES

* To liaise with the Head of Learning Support to make provision for candidates with learning difficulties and/or disabilities to undertake their examinations under appropriate conditions. To maintain support records for individual students to monitor the costs related to the activity.
* To comply with the requirements of the Data Protection Act and ensure all personal details of learners are stored in a confidential manner.
* To liaise with the Deputy Principal, curriculum managers and members of teaching staff regarding entries, examinations, registrations and results.
* To ensure the examinations database is accurately maintained and all stages of the examination entry/registration process are recorded accurately and in a timely way.
* To investigate any complaints and report the outcomes to the Deputy Principal.
* To prepare and display examination timetables to include dates, times, venues and number of candidates. To ensure that all students are advised of examination dates and venues.
* To resolve examination clashes in accordance with regulations.
* To ensure that certificates of achievement are forwarded to students in a timely way and in accordance with college requirements.
* To be responsible for maintaining adequate supplies of examination materials for student use.
* To be responsible for checking DfE and other examination statistics before publication.
* With the Deputy Principal, keep up-to-date with the requirements of the role and participate in appropriate awarding body and other training events to up-date knowledge and skills.
* To establish and maintain comprehensive documentation of the processes and procedures involved in the operation of the department.
* To regularly review the quality and effectiveness of the examinations service to ensure it continues to meet customer requirements and continue to make improvements to operations and regularly brief back to the Deputy Principal.

Any other duties that may be reasonably required, that fall within the competence of the post-holder, Support College festivals, open mornings, prize giving, parents evenings, and other events.

NB. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder’s professional responsibilities and duties.

Person Specification

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| --- | --- | --- |
| Experience  | Essential | Desirable |
| Substantial experience of delivering a College MIS function |  | **✓** |
| Experience of using SIMS and Go4 Schools platform |  | **✓** |
| Significant experience in the use of MS Access & Excel to report, import, export & disseminate data and information | **✓** |  |
| Experience of administering a student records system including database administration, ILR production, timetable and embedded reporting | **✓** |  |
| Experience of writing and editing reports |  | **✓** |
| Experience of administering and reporting within an electronic registration system | **✓** |  |
| Strong organisational and administration skills | **✓** |  |
| Ability to use relevant technology e.g. computer/keyboard/photocopier | **✓** |  |
| Excellent communication and listening skills | **✓** |  |
|  Previous experience of working in an educational environment | **✓** |  |
| Flexible approach to the needs of the College | **✓** |  |
| Working with minimal supervision | **✓** |  |
| Ability to maintain a high level of accuracy in preparing and entering information | **✓** |  |
| Knowledge and Understanding | Essential | Desirable |
| Clear understanding of the secondary curriculum and its assessment | **✓** |  |
| Level 4 in information or business related subject | **✓** |  |
| Microsoft Office Word & Excel | **✓** |  |
| Good level of literacy and numeracy | **✓** |  |
| Experience of formulating and implementing policy and procedures | **✓** |  |
| GCSE (grade C or above) or NVQ Level 2 qualification in literacy and numeracy | **✓** |  |
| Skills and Attributes | Essential | Desirable |
| Ability to establish good working relationships and effective teamwork | **✓** |  |
| Demonstrate effective skills in working with children and young people | **✓** |  |
| Ability to form and maintain appropriate relationships and personal boundaries with children | **✓** |  |
| Basic literacy and numeracy to complete forms etc | **✓** |  |
| Good verbal skills in order to communicate effectively face-to-face with staff and pupils | **✓** |  |
| Sound decision making skills | **✓** |  |
| A good knowledge of MS Office products in an MIS environment | **✓** |  |
| An ability to identify trends and patterns | **✓** |  |
| Ability to generate ideas and drive initiatives | **✓** |  |

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| Personal Qualities | Essential | Desirable |
| High expectations of students and colleagues | **✓** |  |
| Highly motivated and able to motivate and inspire staff and students | **✓** |  |
| Enthusiastic and committed | **✓** |  |
| A forward thinking approach | **✓** |  |
| Excellent interpersonal skills | **✓** |  |
| Ability to be reflective and self-critical | **✓** |  |
| Display calmness under pressure | **✓** | **✓** |
| Ability to keep a perspective and maintain a sense of humour | **✓** |  |
| Potential for further promotion |  | **✓** |
| Charismatic – having a ‘presence’ | **✓** |  |
| Willingness to take on other roles and responsibilities within the department |  | **✓** |
| Other Requirements | Essential | Desirable |
| Enhanced DBS Disclosure is required  | **✓** |  |
| Ability to understand and demonstrate a commitment to equality and diversity | **✓** |  |
| Safeguarding training | **✓** |  |

St Joseph’s College Vision and Values

Core Framework

VISION

Continue to grow our nurturing environment, in which

students are inspired to reach their full potential.

MISSION

At St Joseph’s College, academic achievement, ideas,

intellectual curiosity, collaboration and resilience are

of equal importance.

CORE VALUES

Aspiration | Respect | Confidence

OUR AIMS

For the needs of each pupil’s mind, body, heart, and spirit to be met, so that each one:

* Aspires to, and achieves, their academic and personal best
* Experiences an inspiring, progressive all-round education, which prepares them fully for their future
* Takes a positive and active role in their College, developing leadership skills and offering service to local, national and international communities
* Develops faith, self-confidence and self-esteem
* Acts with integrity, showing respect for themselves and all others