



JOB DESCRIPTION

Job Title:	Exams Manager		
Department:	Data, Funding and Exams		
Grade:	SO1 29-31	Position Type:	Support
Responsible to:	Head of Data, Funding and Exams	Responsible for:	Examinations Team

At **Oldham College**, we value and enable people by creating a space where everyone belongs and thrives earning trust and respect of the communities that we serve. We expect all colleagues to enable this, embedding and demonstrating the college values, by being **Respectful, Collaborative, Innovative, Aspirational and Inclusive**.

Role Purpose

- Manage the planning, coordination, and delivery of examination processes, ensuring compliance with awarding body regulations.
- Manage examination timetables, materials, and venues.
- Recruit, develop, and manage invigilators.
- Communicate effectively with key stakeholders and resolve issues to ensure fair and efficient examination delivery.
- Provide leadership, supervision, and coordination for the Examinations Team.
- Promote excellence and innovative practice within examinations services.

Key Responsibilities

- Manage the examinations team and invigilators, supporting development through appraisal, coaching, and ongoing support.
- Organise effective invigilation arrangements including recruitment, training, and management of invigilators.
- Manage examination administration processes ensuring compliance with JCQ regulations and internal quality systems.
- Oversee exam entries and registrations ensuring accuracy.
- Coordinate the secure delivery and collection of exam papers and results.
- Act as the primary contact for examination-related matters with staff, students, curriculum teams, and awarding bodies.
- Manage examination timetables, venues, and resourcing requirements.
- Manage special consideration applications and coordinate with ALS staff regarding access arrangements.
- Ensure effective communication processes are in place for students and staff regarding examinations.
- Maintain and update online examination timetables and key dates.

- Maintain knowledge of examination board regulations and provide advice on examinations administration.
- Manage achievement data and monitor missing results.
- Manage examination budgets including reconciliation, forecasting, and expenditure monitoring.
- Identify and implement improvements to examination systems and processes.
- Work with relevant colleagues to ensure examination systems operate effectively and provide accurate, timely services.

General Responsibilities

- Act as a positive role model for students, colleagues, and stakeholders, supporting the College's vision of investing in futures and its purpose of empowering potential and achieving success.
- Work in accordance with the College's policies, procedures, regulations, and codes of conduct at all times.
- Contribute to the delivery of College strategic priorities and continuous improvement objectives.
- Undertake duties appropriate to the role and grade, as reasonably required to meet service needs.
- Take responsibility for ongoing professional and vocational development, actively participating in appraisal, training, and development activities.
- Work flexibly to support College operations, which may include evenings, open days, or weekends, depending on the role.
- Actively promote and uphold the safeguarding of children, young people, and vulnerable adults by following College procedures, completing required training, and raising concerns appropriately in line with statutory requirements.
- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
 - The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
 - This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
 - If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

Prepared by:	Jess Thersby	Date:	June 2026
Reviewed by		Date:	
Reviewed by:		Date:	



PERSON SPECIFICATION

POST: Exams Manager

Our person specifications set out what matters to us and what success looks like, informed by our commitment to our values.

We know that skills and experience can be demonstrated in different ways and encourage you to use the specification as a guide when telling us about your suitability. We are committed to high standards, inclusion, and equality and welcome applications from everyone who shares our purpose.

Essential Qualifications	Assessed by:
Qualified to GCSE level (or equivalent) including Maths and English	Application
Relevant Level 3 qualification	Application
Desirable Qualifications	
Relevant professional qualification at Level 4 or willingness to work towards	Application
BTEC Professional Certificate for Examinations or willingness to work towards	Application
Essential Skills, Knowledge and Experience	
Experience supervising within examinations or administrative environments	Application
Experience planning workloads and supporting staff development	Application/Interview
Ability to work collaboratively within teams	Application/Interview
Ability to work independently and under direction	Application/Interview
Ability to prioritise multiple competing demands effectively	Application/Interview
Strong organisational, communication, and problem-solving skills	Application/Interview
Excellent attention to detail	Application/Interview
Ability to work under pressure during busy periods	Application/Interview
Experience producing plans and managing deadlines	Application/Interview
Knowledge of relevant regulations, policies, and awarding body requirements	Application/Interview
Good IT skills including spreadsheets, databases, and word processing systems	Application/Interview
Experience monitoring budgets	Application/Interview
Numerical skills and ability to interpret data	Application/Interview
Excellent written and verbal communication skills	Application/Interview

Strong administration and organisational skills	Application/Interview
Commitment to equality, diversity, and inclusion	Application/Interview
Ability to manage and motivate teams	Application/Interview
Commitment to ongoing CPD and learning	Application/Interview
Ability to work independently and use initiative within established frameworks	Application/Interview
Strong communication and relationship-building skills with a customer-focused approach	Application/Interview
Flexible approach with the ability to adapt to changing priorities and demands	Application/Interview
Commitment to continuous improvement and professional development	Application/Interview
Desirable Skills, Knowledge and Experience	
Experience working within Further Education	Application/Interview
Experience working with quality assurance and continuous improvement systems	Application/Interview
Other Essential Requirements	
Ability to work occasional evenings, Saturdays, on a rota basis as required	Interview
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children, young people, and/or vulnerable adults	Application/Interview/ Onboarding