

Job Description



Job title	Exams Manager	Contract	Permanent
Department	Admin Support	Reports to	Assistant Headteacher

Our mission

We will inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be: to create a passion for lifelong learning; to enable our pupils to become confident, kind and impactful world citizens.

Your role

The purpose of the Exams Manager is to make sure that effective and efficient administration supports the strategic aims and day-to-day operation of the Exams Office.

Person specification

Recognised administrative qualification at NVQ3 level, or above or the equivalent gained through experience	Essential
Evidence of 2-3 years administrative experience in a busy organisation	Essential
Previous experience of working in a busy, service driven environment	Essential
Experience of working in a school environment and managing the administration of exams	Desirable
Experience of producing reports	Essential
Managing/supervision of other members of staff	Essential
Working with awarding bodies and regulatory organisations e.g. JCQ and complying with statutory regulations set by external bodies	Desirable
Knowledge of administrative procedures, including relevant ICT systems	Desirable
Knowledge of 'Keeping Children Safe in Education' and safeguarding issues	Desirable
Excellent organisational skills, attention to detail, with an ability to spot numerical errors	Essential

Knowledge and expertise of working with SIMS or similar management information systems	Essential
Ability to process, understand and analyse data	Essential
Demonstrate high level interpersonal and written communication skills, including a good command of grammar	Essential
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines; systematic in approach to tasks, with attention to detail	Essential
Evidence of a pro-active approach to planning and prioritising work, with the ability to use initiative appropriately	Essential
Able to maintain a high work rate and to juggle a range of tasks and competing priorities	Essential
Work with confidential and/or sensitive materials	Essential
Excellent IT skills, including full knowledge of MS Office programs and experience of using databases	Essential
Proven and outstanding administration skills	Essential
Demonstrable organisational, problem solving and time keeping skills	Essential
Excellent attention to detail	Essential
The ability to exercise tact and discretion	Essential

Accountabilities

Strategy	<ul style="list-style-type: none"> ■ Is aware of and understands the ELAT Vision, Mission and Values ■ To make all necessary arrangements relating to all level of exams and any other external and internal assessments
Planning	<ul style="list-style-type: none"> ■ The management of information and information systems – which include examinations and Assessment ■ To direct the invigilation team as appropriate ■ To liaise with examination boards ■ To ensure all exam policies are reviewed annually and updated in line with JCQ Regulations ■ To set calendar deadlines and schedules for all stages in the process of entering and examining students for external examinations, and to inform students and staff of deadlines ■ To manage both internal and external exams.

Delivery	<ul style="list-style-type: none"> ■ To be familiar with the rules and regulations issued by examination boards and to ensure awareness and compliance by SLT, Subject Heads, invigilators and candidates ■ To advise on the organisation, administration and conduct of internal and external examinations ■ To prepare examination entry forms and to liaise with Subject Heads to ensure all students entered for the correct subject/tier prior to submitting exam entries to awarding bodies (exam boards) at the dates set by the boards ■ To build and maintain the whole school examination timetable, as well as timely issuing of individual entries information and timetables to student candidates for all external exams ■ To liaise with the Sendco regarding Access Arrangements for particular candidates and to complete special consideration forms for unwell/injured/absent candidates where appropriate ■ To order, receive and secure papers and administrative documents from examination boards, checking to ensure they are of appropriate type and quantity and to store securely meeting JCQ Regulations ■ To collect, sort, check, pack and arrange postage of examination scripts and associated administrative documents ■ To provide support to Heads of Subject to ensure non-exam assessments and samples are inputted and transmitted to examination boards ■ Remind students prior to results day of the date and time for collection of results ■ Make necessary arrangement for result distribution to students along with grade boundary information and Review of Results paperwork authorised by SLT including information on collection of exam certificates ■ To attend any LMS exam training events as necessary – exam results and exam analysis in July each year as well as Sims Admin meetings ■ Checking DfE and other examination statistics prior to publication including the data checking exercise in June/July each year prior to publication in January
People Management / Organisational Development	<ul style="list-style-type: none"> ■ To manage and supervise relevant staff ■ To book, train, direct and manage the examination invigilation team members ■ To ensure lead invigilator is fully prepared on exam day with any additional information, i.e. sick students, erratum notices etc.
Information Management and Reporting	<ul style="list-style-type: none"> ■ To develop knowledge and expertise in the management of the school's SIMS examinations system and to provide information and exam data as required ■ To download exam results for distribution to SLT including analysis of results ■ Importing student information, PPE and predicted data throughout the year and running analysis reports. Importing exam results and running exam analysis reports for SLT/MAT

Data Protection	<ul style="list-style-type: none"> All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.
Health and Safety	<ul style="list-style-type: none"> Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.
Good Citizenship	<ul style="list-style-type: none"> Holds personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such

Key Stakeholders	Pupils, Staff, Academy SLT, Trust SLT, Trust Board, LGC Members, Parents, guardians and members of the interested public, relevant authority bodies.
Trust Values	Passion, Respect, Inclusion, Challenge, Openness