



Ash Manor School

Aspire and Achieve



JOB DESCRIPTION & PERSON SPECIFICATION

CONTRACTUAL DETAILS

Post Title:	Examinations Manager
Grade:	Surrey Pay S8
Hours:	36 hours per week, 42 Weeks per year (term time plus three weeks) incl 5 days INSET
Line managed by:	Assistant Headteacher - Assessment
Line management of:	Examination Invigilators

ROLE PURPOSE

This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations.

- ❖ Manage all arrangements for all public examination entries e.g. GCSE and equivalent and ensure that these are conducted in accordance with Joint Council for Qualifications (JCQ) and examination board regulations.
- ❖ Manage all arrangements for internal examinations.
- ❖ Manage all school systems and protocols for examinations and assessments.

CORE ACCOUNTABILITIES & ABILITY STATEMENTS

- ❖ Co-ordinate and submit entries to examining boards using appropriate ICT systems (e.g. SIMS.NET Examinations Organiser).
- ❖ Provide information on examinations in an appropriate format for students, parents and staff and deal with security issues surrounding timetable clashes and the close supervision of students.
- ❖ Collate entries and estimated grades and communicate the required information to the examination boards.
- ❖ Ensure examination papers and stationery are delivered safely to school, retained securely throughout and dispatched promptly and appropriately.
- ❖ Manage the administrative requirements of Non-examined Assessments.
- ❖ Liaise with appropriate school staff over examination entries, including access for students with particular special needs and 'special consideration' applications as required by examination board regulations.
- ❖ Liaise with examination boards and other external agencies as required.
- ❖ Recruit, train and manage a team of external invigilators in collaboration with a Senior Invigilator, where appointed, and/or the School Leadership Team.
- ❖ Make appropriate timetabling/room arrangements and liaise with teaching and support staff, including Site Staff regarding the furnishing of appropriate venues for the conduct of examinations
- ❖ Ensure examinations start and finish appropriately in line with examination board and JCQ regulations.
- ❖ Ensure necessary stationery is available.
- ❖ Monitor attendance at examinations.
- ❖ Manage the receipt of examination results and perform support during the summer on 'Results Days' and afterwards to provide post exams provision including managing post-exam queries i.e. appeals, re-marks, return of scripts and complaints processing by exam boards.
- ❖ Be responsible for the distribution of results and certificates.

- ❖ Review the Examination Policy.
- ❖ Deal with queries from parents and students including former students
- ❖ Remain up to date with current examination policy/regulation
- ❖ Ensure access arrangements (notified by SENCO) are in place to support students
- ❖ Support the management of Assessment Manager
- ❖ Contribute to the development of SIMS and other databases as appropriate
- ❖ Support in other administrative areas during busy periods
- ❖ Any other tasks reasonably requested by your line manager or the Headteacher

Liaison

- ❖ Teaching and Support Staff
- ❖ Parents & students
- ❖ Examination Boards
- ❖ JCQ
- ❖ SLT

Corporate & statutory initiatives – equalities/health & safety

- ❖ Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.