

SEAFORD HEAD SCHOOL

Job Description

Post Title:	Exam Manager Key Stage 3-5
Post Holder:	
Responsible to:	Data Team Manager
Liaising with:	Headteacher, Assistant Headteacher i/c Data, Data & Assessment Administrators, Invigilators
Working Time:	Full Time
<i>30 hours per week during Term Time plus 60 hours in the summer break during examination results periods (hours discussed at interview). The person appointed would need to be flexible as during peak examination periods, the person would need to work 7.30am- 4pm</i>	
Salary Grade:	Single Status Grade 8

Key Responsibilities

- To lead & manage the administration of all internal and external examinations Key Stage 3-5.
- To co-ordinator and monitor the exam expenditure as necessary
- To manage the administration of BTECs
- To line manage and train all invigilators.
- To write internal exam timetables
- To support the Assistant Headteacher in writing the whole school timetable using Nova T software

This post is based principally on Arundel Site, although flexibility to work across all three sites and vary working hours particularly during examination periods as required.

Each member of staff has a responsibility towards their own professional development and that of those they are accountable for.

Specific Responsibilities

1. To be responsible for the examination procedures for internal and external exams.
2. To ensure the administration and conduct of all public examinations conforms to examination boards' regulations, including provision for SEN students
3. To act as the first point of contact for invigilation staff in relation to personnel matters.
4. To provide the first point of contact between the examination boards and the School
5. To recruit all Invigilation staff ensuring they are correctly vetted through the DBS process, making appropriate qualification, reference and health check enquiries and maintaining the central database for them.
6. To train all invigilators in according with JCQ regulations
7. To complete data entry for external examinations, CAT Tests, GCSE and A Level examinations and implement checking procedures
8. To ensure accurate and completed data, including all relevant cash in codes, is forwarded to the awarding bodies
9. To allocate staff to act as Behavioural Management during internal and external examinations.
10. To be responsible for organising examination invigilators once the examination timetables are agreed.
11. To process declined and queried grades and assist students in completing Internal Appeal forms
12. To answer queries and deal with complaints regarding examinations with staff, students and parents/carers as and when required
13. To converse with appropriate staff where potential malpractice has occurred, including reporting and recording of said incidences.
14. To liaise with staff in providing to examination boards the necessary evidence to support any claim of 'special consideration'
15. To check DfE statistics and examination results for publication working with the Assistant Headteacher i/c Data

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16. To support HODs with examination data
17. To liaise with students, parents and staff as required, giving advice and answering queries
18. To administer the downloading of examination results, including the electronic link
19. To manage the distribution of examination results to students
20. To analyse examination results and prepare for publication
21. To support the sims and data and timetable team when needed
22. To provide cover / additional support for / to the Management Information Team Administrators as and when required

Other Specific Duties:

To play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage staff and students to follow this example

To actively promote the College's corporate policies

To continue personal development as agreed

To engage actively in the performance management review process

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

Employees are expected to adhere to the College dress code presenting a professional image to students, parents, governors and the wider community

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

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

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Headteacher:..... Date:

Postholder:..... Date:.....