



Job description – Exams Manager – NJC Scale 5

37 Hours per week - with flexible working hours for the right candidate/Part-time will also be considered

Term time, plus 2 x additional weeks including the release dates of external exam results in August.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	To oversee all aspects of the examination process
Line management responsibility for	N/A
Main duties and responsibilities:	<ul style="list-style-type: none"> • Understand the regulations and requirements of all examinations and assessments held by the Academy, both internal and external • Dissemination of information from exam boards to students and staff as appropriate. • Collecting and collating examination entries, amendments, forecast grades and other returns to examination board deadlines. • Comply with all JCQ and awarding body regulations and keep up to date with any changes to these • Manage registration of candidates for all examinations • Ensuring the Academy fully complies with invigilation and examination security regulations. • Administration of examinations and the distribution of papers, completion of attendance sheets, checking scripts, packing and posting examination papers. • Organisation and administration of GL assessment products.



	<ul style="list-style-type: none"> • Responsible updating the online staff management information system. • Contribute to development and review of examination-related school policies • Managing administration of special consideration, access arrangements and if necessary, malpractice cases • Maintaining and updating the student database to ensure all records are accurate and up to date. • Importing external examination results and other assessment results into the main student database. • Produce student reports. • Complete and return the student Census, in compliance with Government requirements • Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
<p>Line management duties and responsibilities</p>	<ul style="list-style-type: none"> • Recruit, train and manage invigilators as required • Ensure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ • Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing • Ensure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures • Carry out necessary administrative tasks related to the organisation of examination sessions • Support the SENCO to implement access arrangements and reasonable adjustments as required • Manage arrangements for the safe and secure storage and dispatch of completed examination papers • Manage any unexpected issues or emergencies that arise during an examination session

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<ul style="list-style-type: none"> • Good GCSE'S in English, Maths or equivalent experience 	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent 	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> • Experience in a school or college • Experience in the use of Student Management Systems • Experience in the use of ICT applications including word processing, spreadsheets, databases and email etc 	<ul style="list-style-type: none"> • Excellent communication skills (written, verbal, face-to-face and telephone) • Experience in compliance with student census, under the obligation for the DFE, training can be provided. 	Contents of the application form Interview Professional references

<p>Skills</p>	<ul style="list-style-type: none"> Highly literate and numerate with excellent interpersonal skills and meticulous attention to detail. <p>Exercise a high degree of integrity and confidentiality.</p>		<p>Contents of the application form Interview Professional references</p>
<p>Knowledge</p>	<ul style="list-style-type: none"> Knowledge of exam regulations and requirements in accordance with the JCQ Guidelines 		<p>Contents of the application form Interview Professional references</p>

<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • emotional resilience in working with challenging behaviours • positive attitude to use of authority and maintaining discipline • Committed to safeguarding and promoting the welfare of children and young people • Committed to personal learning and development 		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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