

MULBERRY SCHOOLS TRUST

MULBERRY ACADEMY SHOREDITCH

JOB DESCRIPTION		
Post Title: Examinations Manager	Grade:	SO1
Directorate: Exams and Data Services	Date	July 2018
Working pattern:	Full time (35 hours per week), All-year round <i>(Term-time plus two weeks considered)</i>	
Responsible to:	Deputy Principal as agreed	
Responsible for:	Efficient and effective operation of all processes associated with external examinations and non-examination assessments, within the regulations set by JCQ and awarding bodies and the academy's Examinations Policy. Examinations Officer / Deputy Examinations Manager A pool of invigilators (casual)	
Liaising with:	Head of Centre, Senior Leadership Team, Directors of Learning, Heads of Year, teachers, invigilators, support staff, parents, awarding bodies and other external parties.	

MAIN PURPOSES OF THE JOB

1. To ensure the efficient and effective operation of all processes associated with external examinations and non-examination assessments (NEAs), within the regulations set by the Joint Council for Qualifications (JCQ) and awarding bodies and the academy's Examinations Policy.
2. To manage the administration, organisation and smooth running of internal and external examinations and to ensure the security of external exams and NEA processes.
3. To communicate on behalf of the academy with the awarding bodies.
4. To ensure effective communication with students, staff and parents about NEA and exam arrangements and requirements, and about results.
5. To recruit, train, deploy, manage and monitor external exam invigilators and to line-manage the Exams Officer.
6. With the Senior Leader responsible for exams, to manage and monitor the exams budget, avoiding waste and adhering to best value principles

MAIN RESPONSIBILITIES

Leadership and accountability

1. With the SLT responsible for exams, lead the development of robust systems for examination and non-examination assessments for GCSE, GCE, BTECs and any other qualifications used, and monitor and evaluate their operation
2. Keep up to date with regulations and requirements from the JCQ and awarding bodies (including changes to assessments within qualifications) and advise the SLT and subject leads on their implications for academy policy and processes.
3. Maintain all JCQ/awarding body requirements, including the security of exam papers and other secure information from awarding bodies.
4. Line manage the exams officer (in the exams role).

Administration for external and internal exams and NEAs

5. Conduct all aspects of exam and NEA administration effectively and efficiently, in line with JCQ and awarding body requirements and the academy's Examinations Policy.
6. Send estimated entries to the awarding bodies, download awarding body base data and order required papers.
7. Produce an annual calendar of exam/NEA events and deadlines, including internal exams, and communicate regularly with staff concerning these; with the senior leader responsible for exams, avoid pressure points for students, teachers and exam team.
8. Maintain systems and processes to support timely entry/registration of candidates for qualifications, units and papers and manage checking and updates.
9. Enable subject staff to submit candidates' entries, non-examination assessment and assignment marks, and any other information required by the awarding bodies, correctly and on time via the MIS system, and submit entries, marks and samples to awarding bodies by deadline; keep accurate records of what is required and what has been submitted.
10. Ensure the submission of forms/reports to awarding bodies and JCQ, including those relating to provision of access arrangements, special considerations, late arrival, alleged candidate malpractice, and keep accurate records.
11. Arrange the dissemination of exam results and certificates to candidates.
12. Communicate with awarding bodies and JCQ, in connection with registrations, entries, deadlines, submission of marks, claiming results, claiming certificates, Enquiries About Results or Access to Scripts requests, .
13. Advise the Head of Centre, Senior Leadership Team, subject and class tutors and relevant support staff on annual exam timetables, non-exam assessment deadlines and sample groups and the application of JCQ/awarding body procedure.

Examination processes

14. Lead and manage all arrangements for examinations and medium/high control NEAs.
15. Ensure that candidates and their parents are informed of, and understand, external and internal exam timetables and those aspects of JCQ/awarding body procedures that will affect them.
16. Publish an academy exam calendar and provide individual exam calendars to candidates and parents, managing exam timetable clashes.
17. Schedule exams around available spaces, including provisions for alternative examination arrangements, and liaise with the Cover manager to ensure room changes and Premises Team to ensure set-up requirements.
18. Receive, check and securely store all exam papers and other secure material and record and securely despatch completed scripts and non-exam assessment samples to awarding bodies.

19. Ensure all necessary equipment and materials are available and liaise with the IT Support Team to secure timely support.
20. Ensure appropriate and timely communication of arrangements and students involved with SLT, all staff and students.

Access arrangements

21. Using information from the SENDCo, apply for access arrangements via e-AQA
22. Maintain and communicate an accurate record of all access arrangements that have been approved.
23. In consultation with the SENDCo, plan, communicate and implement approved Access Arrangements.

Invigilation

24. Manage the timely recruitment of a sufficient pool of invigilators
25. Lead training for the invigilators in line with JCQ requirements and manage, monitor and maintain their performance.
26. Schedule invigilators for external exams in line with JCQ requirements, and appropriately for internal mock exams, and communicate this to them with appropriate notice.

Finances

27. With the Senior Leader responsible for exams, account for income and expenditure relating to exams and NEAs.
28. Manage the examinations budget, taking account of Best Value principles.
29. Check invigilator timesheets match the hours worked before submission to HR department.
30. Check awarding body invoices are accurate before submission to Finance Department.

Additional

31. Maintain confidentiality at all times in respect of school-related matters and prevent disclosure of confidential and sensitive information.
32. Play a full role within the life of the academy community, support its ethos and encourage all staff and students to follow this example.
33. Carry out agreed duties to support the smooth running of the academy.
34. Promote and implement all academy policies.
35. Undertake training as required to be effective in carrying out all duties and continue personal professional development.

In addition to the above specific responsibilities, the post holder will carry out any other reasonable duties relevant to the role as directed by the Executive Principal.

This job description is correct at 6th September 2019 and may alter over time as the needs of the academy change. The job description will be discussed as part of the academy's appraisal policy and may be amended after discussion with the post holder.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Academy's policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

SAFEGUARDING

Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the academy and the local authority.

HEALTH AND SAFETY

The Health and Safety at Work Act (1974) places duties on all employees:

- to take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work;
- to co-operate with the Executive Principal to enable her to carry out her duties as key manager and comply with all relevant Health and Safety legislation;
- not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;
- to care for and oversee the appearance of the building;
- to assist management/leaders in preparing, implementing and updating all relevant risk assessments for their area of responsibility.

I acknowledge that I have read, understood and received a copy of the job description

Signed: _____ Date _____
 Post holder

Signed: _____ Date _____
 Responsible Officer/Post holder

Person Specification

Exams Manager

Qualifications and experience

- Demonstrable experience in a school exams management role
- Experience of taking responsibility that is subject to regulation
- Experience of managing people and/or leading teams or projects
- Proven ability to prepare and manage the academy's exam processes

Knowledge and skills

- Understanding of school examination systems and their context
- Working knowledge of current JCQ regulations and the ability to interpret and apply them
- Skills and ability to maintain the security and the integrity of the national examination systems
- Knowledge of a school MIS system and its exams functions
- Expertise in ICT systems and applications, including electronic data transmission
- High-level administrative and organisational skills
- Ability to maintain quality assurance mechanisms and quality controls
- An understanding of the necessity for strict confidentiality, where appropriate
- Thorough understanding of safeguarding children

Personal Qualities

- Empathy with a diverse community and commitment to equality of opportunity
- Ability to work independently and take initiative.
- Ability to pay close attention to detail.
- Drive, tenacity, resourcefulness, enthusiasm, patience and with a capacity for hard work
- Enabling leadership style and ability to develop and maintain positive relationships with colleagues at all levels
- Excellent interpersonal and communication skills (both oral and written).
- Proven ability to ensure that deadlines are met in a pressured work environment
- Willing to work flexibly and work outside normal office hours when necessary
- Commitment to continuous professional development

This post is subject to an Enhanced DBS Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed, and will be subject to rechecking as appropriate.