

JOB DESCRIPTION



POST TITLE : **Exams Manager**
GRADE : **PO2**
RESPONSIBLE TO : **Assistant Principal – Head of Student Services**
RESPONSIBLE FOR : **Exams Access Arrangements Coordinator, Exams Assistant & invigilators**

The Governors of the College expect all employees to be fully committed to the College's Equal Opportunities & Health & Safety Policies & accept personal responsibility for practical application. All employees are required to comply with & promote these policies & to ensure that discrimination & danger is eliminated within the service to staff, the students, their parents & carers.

Job Purpose

To manage the effective operation of public and pre-public examinations, internal assessments and registrations in accordance with awarding body and JCQ regulations.

Tasks and responsibilities particular to the post

In common with all other staff:

- To support the College's mission, vision & strategic objectives.
- To implement the College's equal opportunities policies working actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status.
- To participate in continuing professional development.
- To implement the College's health & safety policies & practices.

In common with all support staff:

- Participate in college-wide projects & tasks.
- To work collaboratively to meet the specific needs of workload peaks.
- Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may, on occasion, require work in other locations/sites of the College, & work outside of regular daytime hours.

In common with all Exams staff:

- As part of the Exams team, take part in college development projects, this involves working with colleagues on project implementation teams & liaison with other college & external service teams.
- Attend & contribute to team meetings & briefings & support & supervision sessions.
- Consult & feedback to colleagues & students as necessary, passing on appropriate information to other team members.
- Other duties as reasonably required by the senior leadership team.
- Participate in the annual cycle of CPD and contribute to the processes for self-review and evaluation, service area operating plans & College institutional development plans.

- Supervise agency staff, trainees and students on work experience.

Entries

- To submit entries for public examinations at all levels including A-levels, GCSE, BTEC and NVQ in accordance with JCQ and exam board regulations and deadlines.
- To submit vocational registrations in accordance with exam board regulations.
- To liaise with managers and teachers over student exam entries and registrations.

Examinations

- To be responsible for the daily running of examinations and to liaise with the facilities team over room layouts and exam furniture arrangements.
- To disseminate information about public exams to students and staff as appropriate including the circulation of results.
- Organise, store & return examination papers according to the regulations set down by JCQ.
- To create invigilation timetables for public exams.
- To provide a check on the applications made for exam access arrangements on JCQ and record approvals in MIS.
- To make appropriate provision for students who have an exam clash, special requirements or other considerations, ensuring arrangements are met for candidates with special needs.
- To be responsible for the procurement and provision of exam stationary, to administer the exams budget and to monitor the collection of exam fees.

Quality & Procedure

- To maintain current and accurate knowledge of Exam Board regulations and procedures and to ensure that policies and procedures comply with these regulations.
- To produce comprehensive internal procedures for staff on examination processes.
- Ensure course assessment plans / mark-book structures adhere to qualification specifications at the start of each academic year.
- To participate in staff training and development and to provide training in examination related procedures such as invigilation or exam entry processes.

Achievement

- To facilitate the timely claiming and processing of achievement on relevant systems and awarding body platforms.
- To organise and be present for results days.
- To mail confirmation of results where necessary to current and ex-students of the college.

Communication

- To provide relevant and accurate reports on exam entry, attendance and results to the SLT, Managers, Teaching Staff, Students, Governors, the LA, the DFE and the Media.
- To liaise with students, parents and staff over queries and complaints relating to examinations and deal with these in a timely and effective manner.
- To be the centre's main contact for all awarding bodies and JCQ.

Management

- To supervise and manage a team of exam invigilators.
- To supervise and manage the Exams Assistant/Officer and Exams Access.
- To provide training to new exams staff.

- To manage and administer the exams budget.

Additional Information - Working Arrangements

- Hours of work: 35 hours per week. AYR or Term time only at 42 weeks pro rata. Routine fixed daily start & finish times between 08:00 & 18:00 by agreement. Under exceptional circumstances, e.g. alterations in the College's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.
- Given the nature of the institutions core activities, there are occasions when staff may be asked to work later for meetings, events, open days & the like. These hours to be negotiated with individual staff & time of in lieu / additional payments agreed in advance of such occasions.
- Where an employee indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Safeguarding

Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks.

Review

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

PERSON SPECIFICATION

POST TITLE: Exams Manager

Requirement	Essential	Desirable	Selection Method
Experience of working within an Examination function	Yes		AF/I
Proven experience and knowledge of JCQ regulations	Yes		AF/I
A sound background knowledge of administrative systems and as ability to creates systematic procedures that support delivery	Yes		AF
Educated to degree level or equivalent, or extensive relevant experience that demonstrates a high order of literacy, numeracy and analytical skills	Yes		AF
An advanced working knowledge of the Microsoft Office Suite of Applications from their practical use in daily administrative processes. Especially Excel and Access.	Yes		AF/I
The ability to operate a computerised administrative system / database and produce reports	Yes		AF/I
Data Entry experience.		Yes	AF
Ability to deal with large volume administrative systems whilst maintaining excellent attention to detail	Yes		AF/I
Fast learner / a passion to learn new skills & information. Commitment to Continuous Professional Development.	Yes		AF
Ability to communicate effectively by telephone and in person with students and staff at all levels of the organisation and external callers.	Yes		AF/I
Ability to work flexibly as a member of a team & to forge excellent professional working relationships.		Yes	AF/I
Ability to respond to tight deadlines and work calmly under pressure & independently prioritise and manage own work.	Yes		AF/I
An organised, consistent & accurate approach to record keeping with excellent time-keeping skills.	Yes		AF/I
An understanding of & commitment to equal opportunities, diversity and Inclusion & practical ideas for implementation through the scope of the post.	Yes		AF/I
A flexible & responsive approach to the changing priorities & demands of office tasks & workload peaks.			AF/I

A = Application Form I = Interview