

## **STANMORE COLLEGE**

### **EXAMINATIONS MANAGER**

(Full time, 36 hours per week, through the year)

We are looking for an experienced and effective Examinations Manager to work in the Exams department at Stanmore College.

The Examinations Manager will ensure that the administration, planning, organisation and conduct of examinations takes place efficiently, smoothly and in accordance with all relevant regulations and to ensure the distribution of results to all legitimately interested parties and the subsequent analysis of the College performance. Responsibilities relate to all external and internal examinations.

The post holder must demonstrate excellent communication skills and be able to build and develop working relationships throughout the college. The Examinations Manager will need outstanding organisational skills and be able to demonstrate calmness and leadership under pressure.

#### **Staff Benefits**

- **Staff Development & Training Opportunities**
  - 50% discount on college run courses (Adult Guide)
  - Generous pension scheme
  - Generous holiday leave entitlement, plus bank holidays
  - Season ticket loan
  - Free on-site car parking
  - On-site cafeteria and coffee outlet (Costa Coffee)
  
- **Health & Wellbeing**
  - Free independent telephone counselling service with our Employee Assistant Programme
  - On-site Counselling service
  - Free on-site gym
  - Various evening well-being classes
  - Cycle to work scheme

Salary: Band H, Point 25 - 29, £29,718 - £33,362 per annum

Closing date for applications is Tuesday, 31<sup>st</sup> January 2023

Interviews will be held on Tuesday 14<sup>th</sup> February 2023

## **JOB DESCRIPTION**

**POST:**                                   **Examinations Manager**  
(Full time, 36 hours per week, through the year)

**REPORTS TO:**                        Director of Management Information Services

### **JOB SUMMARY:**

To provide leadership and management of the Exams function across the College and Satellite Sites

The Examinations Manager will ensure that the administration, planning, organisation and conduct of examinations takes place efficiently, smoothly and in accordance with all relevant regulations and to ensure the distribution of results to all legitimately interested parties and the subsequent analysis of the College performance. Responsibilities relate to all external and internal examinations.

The post holder must demonstrate excellent communication skills and be able to build and develop working relationships throughout the college. The Examinations Manager will need outstanding organisational skills and be able to demonstrate calmness and leadership under pressure.

### **Key Duties and Responsibilities:**

1. Submission of exam entries and registrations within awarding body regulations and deadlines
2. Taking receipt of and booking in external examination papers ensuring security arrangements are upheld
3. Ensuring all examination scripts, answer books, stationery and associated papers are correctly allocated and available in a timely manner
4. Training of invigilators
5. Assisting in the investigation and taking appropriate action for instances of exam malpractice
6. Create and maintain curriculum links for all exams in the college's student data system
7. Ensure all examination registrations and entries are set-up on Pro-solution, allowing electronic and manual transfer
8. Ensure all registrations and entries meet exam board deadlines and no late entries are incurred, this includes accurately recording candidate withdrawals
9. Manage the on-line exams, and associated administration relating to this
10. Liaise with IT Support/Network Services to set up on-line exams and IT exams support

11. Organising, distributing and updating the examinations timetable with invigilator, room, date, time, clash management, any special examination requirements, seating plans. This includes ensuring exam scripts have arrived in College and are kept in a secure environment
12. To have an excellent understanding of the JCQ and exam board regulations and guidelines and provide guidance to all clients of the department
13. Ensure the College meets JCQ regulations with regard to the conduct of exams and each exam room is set-up to this standard
14. Ensure college policies are developed, reviewed and implemented in line with the legislative framework, AoC guidelines and educational standards (e.g. JCQ)
15. Work closely with the Learning Support team to ensure that any candidates' special needs or circumstances are made known to the Examination Boards and the necessary arrangements are made in College
16. Process special examination arrangements and consideration requirements with the examination board, ensuring candidates are informed
17. Publish, announce and monitor our expectations of candidates during examinations.
18. Co-ordinate and manage the requests for post results requests and communicate with all examination bodies.
19. Enact the appeals procedure when appropriate
20. Monitor the accuracy of retention and achievement and chase unknown outcomes as required.
21. Overseeing the despatch of complete scripts using various courier agencies; taking follow up action on non-receipt or delay
22. Overseeing despatch of coursework to examiners
23. Inputting data associated with student registration and examinations and ensuring security of all information held on computer in accordance with the (GDPR) Data Protection Act
24. Assisting with the implementation and effective conduct of checking procedures to eliminate errors, and production of reports as required
25. Assisting in the organisation of results days
26. Supervising the despatch of results and certificates.
27. Supervising the exams staff and organising and planning workloads for staff as required

## **Generic Duties and Responsibilities:**

1. Manage and advise on the development and implantation of new exam initiatives such as on-line testing, electronic data interchange and on-line learner results service
2. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
3. To positively promote and implement the College's strategies on equality, diversity, and safeguarding.
4. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
5. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
6. Carrying out any other reasonable duties within the overall function, commensurate with the grading and level of responsibilities of the job.

The postholder can be required to carry out any other duties consistent with the grade of post, at any site on which the College may operate.

This job description is current at the date shown below. In consultation with the postholder, it is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

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**STANMORE COLLEGE****PERSON SPECIFICATION****EXAMINATIONS MANAGER**

	<b>Criteria</b>	<b>Possible source of evidence</b>
<b>QUALIFICATIONS:</b>		
GCSE Mathematics and English Language Grade C or 4 and above	Essential	Application Form & Certificates
Level 4 or equivalent	Desirable	Application Form & Certificates
Relevant Level 3 or equivalent experience	Essential	Application Form & Certificates
Evidence of Continued Professional Development	Essential	Application Form & Certificates
<b>EXPERIENCE &amp; KNOWLEDGE:</b>		
Supervisory experience	Essential	Application Form/Statement & Interview
Significant experience managing a team	Desirable	Application Form/Statement & Interview
Co-ordination and control of business-critical documentation and processes	Essential	Application Form/Statement & Interview
Co-ordination and control of examinations documentation including entries, returns and statistics	Desirable	Application Form/Statement & Interview
Experience of managing or working with computerised information systems	Essential	Application Form/Statement & Interview
Experience of managing or working with computerised information systems relating to examinations data and its links to curriculum data	Desirable	Application Form/Statement & Interview
Administration experience	Essential	Application Form/Statement & Interview
Experience in examination administration including reconciliation of exam entries to enrolments	Desirable	Application Form/Statement & Interview
Experience of planning, scheduling, and organising events	Essential	Application Form/Statement & Interview
Experience of planning and staging paper-based and on-line examinations in line with JCQ regulations	Desirable	Application Form/Statement & Interview

Experience of managing change	Essential	Application Form/Statement & Interview
Experience in management of departmental resources	Desirable	Application Form/Statement & Interview
Experience of working with a variety of Awarding Bodies	Desirable	Application Form/Statement & Interview
Experience of building internal and external partnerships	Desirable	Application Form/Statement & Interview
Experience in the use of Pro-solution or other similar systems. Examinations, Timetabling, Registers and ILR modules	Desirable	Application Form/Statement & Interview
Excellent working knowledge of JCQ examination rules and regulations	Desirable	Application Form/Statement & Interview
Experience of working within a further education institution incorporating higher education	Desirable	Application Form/Statement & Interview
An understanding of Safeguarding children and vulnerable adults	Essential	Application Form/Statement & Interview
Awareness of GDPR Principles	Desirable	Application Form/Statement & Interview
<b>SKILLS &amp; COMPETENCIES:</b>		
Ability to work in a highly organised and methodical manner	Essential	Application Form/Statement & Interview
Ability to perform under pressure and to tight timescales	Essential	Application Form/Statement & Interview
High level of computer literacy	Essential	Statement/Test
Able to communicate effectively with internal and external agencies	Essential	Application Form/Statement & Interview
Able to work with data and articulate observations	Essential	Statement/Test
Ability to analyse, interpret, and report data to SLT/Managers	Desirable	Application Form/Statement & Interview
<b>ATTITUDE:</b>		
Customer focused	Essential	Application Form/Statement & Interview
Ability to establish good working relations with colleagues and students	Essential	Application Form/Statement & Interview

An understanding of equality and a personal commitment to promoting equality of opportunity and combating discrimination	Essential	Application Form/Statement & Interview
Commitment to the provision of a quality service and the implementation of quality improvements	Essential	Application Form/Statement & Interview
<b>CIRCUMSTANCES:</b>		
Must be able to work at any site or location given reasonable notice	Essential	Supporting statement/ Interview
<b>EQUALITY &amp; DIVERSITY:</b>		
An understanding of sound equal opportunities practice and a commitment to its implementation		Supporting statement/ Interview