



Job Description and Person Specification

<p>Job description</p> <p>Exams Manager</p> <p>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.</p>	
<p>Summary of the role:</p>	<p>To ensure that the School's Examinations process is carried out in a carefully planned and controlled fashion, including the submission of examinations documentation, conduct of examinations and dispersal of results. Ensuring all external exams conform to exam regulations</p>
<p>Line management responsibility for</p>	<p>Invigilators and other exam related employees</p>
<p>Main duties and responsibilities:</p>	<ul style="list-style-type: none"> • Liaising with all staff, e.g. heads of department regarding entries and communicate clear deadlines • Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers. • Submitting entries for external examinations to awarding bodies in advance of deadlines. • Liaising with the IB co-ordinator and overseeing examination arrangements. • Supporting the BTEC quality nominee in order to oversee examination arrangements. • Organising access arrangements, including liaising with the Head of Learning Support regarding candidates with SEN; applying to awarding bodies for emergency special arrangements for such candidates. • Managing the daily running of external and internal examinations. This will include ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place in all line with the examining bodies' regulations.



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- Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.
- Liaising with Facilities to arrange the room setup for internal/external exams
- Providing a centre timetable to include dates, times, venues, seating plan and number of candidates.
- Resolving examination clashes in accordance with regulations, making suitable arrangements for candidates with examination clashes and communicating effectively with candidates and parents regarding these clashes.
- Being the first point of contact for awarding bodies and ensuring that all details held by awarding bodies is accurate and up to date.
- Submission of NEAs/coursework in line with examination board requirements and deadlines, and where necessary dispatching samples to moderators
- Briefing candidates on examination regulations and producing written guidelines for staff, students and parents; ensuring candidates are aware of their own examination timetables.
- Collecting and despatching worked scripts in accordance with the regulations.
- Arranging invigilation, including managing, co-ordinating, briefing and training invigilators in school procedures.
- Being present and available in school on the two weeks when results are notified and overseeing the distribution of results to candidates. To be available for the last week in August for any exam related queries.
- Overseeing the checking and distribution of certificates.
- Processing enquiries about results and post results services.
- Ensuring that costs of entries and retakes are billed to candidates/departments, as appropriate.
- Keeping account of invigilator hours and timesheet authorisation
- Encouraging a positive examination culture in the school to which all staff and students subscribe.
- Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings, etc. and keeping up to date with the latest procedures and regulations for external



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	<p>examinations.</p> <ul style="list-style-type: none">• Making external examination arrangements for private candidates.• Arranging external examinations for non-curriculum subjects, including community languages.• Making arrangements for internal examinations, including the production of the timetable, rooming and invigilation.• Be responsible for a small budget to cover cost of invigilators• Managing the system to allocate cover for teachers• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. <p>Hours of work:</p> <p>Term time only plus three weeks (total 38 weeks). During term time, actual hours worked will fluctuate according to the demands of the examinations cycle.</p>
Line management duties and responsibilities	<ul style="list-style-type: none">• You will be expected to line manage the Invigilators

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



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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	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> GCSE (or equivalent) English grade C or above GCSE (or equivalent) Math grade C or above 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <p>GCSE (or equivalent) ICT grade B or above / equivalent experience</p>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>



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<p>Experience</p>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Experience as an Examinations Officer or as an Assistant Examinations Officer • Experience of working in a busy and sometimes pressurised office environment • Attention to detail and able to interpret exam specifications, rules and regulations 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of school examination procedures 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<p>Skills</p>	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Have good, written and verbal communication skills and be able to relate well to school staff, candidates of all abilities, parents and carers. • Effective oral/written communication skills • Must be ICT literate and able to use the internet, eg consult websites, access information, 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Have good supervisory skills 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p> <p>Practical Test</p>



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	<p>download material/make entries electronically, operate the school's database, produce and operate spreadsheet packages, produce analyses, use email.</p> <ul style="list-style-type: none"> • Excellent time management 		
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • A good understanding of examination processes 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • A working knowledge of SIMS including Exams Organiser 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies and qualities	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></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 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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	<ul style="list-style-type: none">• positive attitude to use of authority and maintaining discipline• Supportive of the Quaker ethos and principles• The ability to remain calm when under pressure and to cope with competing deadlines• Highly organised, efficient and willing to learn• High standards of integrity, tact, diplomacy and confidentiality• Excellent inter-personal skills with the ability to communicate effectively with a variety of people• The ability to work independently and as a member of a team		
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