
Job Description for Secondary Exams Manager

Responsible to: Trust Exams Manager

Based at: Either Brinsworth Academy, Dinnington High School or Wingfield Academy with the flexibility to travel to other NCLT sites if required.

Paid on: Band H (Points 24-27) £35,412 to £38,220

OVERALL PURPOSE OF THE POST

- To work as part of the Trust Exams Team, providing high quality, efficient and effective exams service to all sites within the Trust (primarily based at one of the Trust secondary schools).
- Under the direction of the Trust Exams Manager, to be responsible for the overall management of the Trust exams service in secondary schools, providing a high quality, efficient and effective exams administration service.
- To provide effective line management for the exams officers within Trust secondary schools and ensure that effective Trust systems are in place and are applied consistently.
- Provide operational assistance and capacity to all secondary exams officers within the Trust, both on site and remotely, to help ensure the smooth running, organisation and administration of external examinations, controlled assessments and formal internal assessments such as mock exams.
- Under the direction of the Trust Exams Manager, ensure the administration, organisation and smooth running of examinations across all secondary schools within the Trust.

MAIN DUTIES

- Provide additional support for exams officers by contributing to the planning, organisation and administration of examinations in each school and by proactively planning how to best provide support in each of the schools at different times of the year.
- Establish and implement quality assurance mechanisms to ensure adherence to the guidelines and procedures laid down by the examination boards and the JCQ, and Trust policies and procedures.
- Ensure that each secondary exams officer has ensured effective and secure storage and retrieval for examination board materials and question papers, in line with exam board regulations.
- By working collaboratively with the Trust Director of Inclusion and the Trust Exams Manager, ensure that transparent and consistent procedures are in place across the schools for the management and implementation of access arrangements, in line with JCQ requirements.
- Oversee arrangements in the schools for the distribution of exam results, establish arrangements for dealing with queries arising from results, and ensure that suitable arrangements are in place in each school for administering requests for reviews of marking and/or access to scripts.
- Be responsible for maintaining an up to date record of qualifications, specifications, exam boards, units and papers to be used each year, in consultation with the Executive Director of Secondary Education, and with Trust Subject Collaboration Leads/Heads of Department where appropriate.
- Work with Trust Exams Manager to establish and review trust-wide policies and procedures relating to examinations and controlled assessments.
- Review the effectiveness of the examinations provision in each school and develop and drive quality improvement plans.
- Provide operational support and capacity to schools as required.
- Attend and participate in internal and external meetings and events relevant to the role.

- Prepare, plan, co-ordinate and conduct all internal and external examinations including re-sits for all sites within the Trust, primarily working on exams at one of the Trust secondary schools.
- Manage and submit official entries and registrations to awarding bodies for all qualifications by published deadlines.
- Communicate with the examination boards, relevant academy/Trust staff and when necessary, individual students with respect to: entries for all examinations, amendments, late entries and withdrawals, results, enquiries about results, certificates, coursework and resits, for both module and final examinations.
- Manage the daily running of examinations at one of the Trust secondary schools, including preparation of exam room(s), meet/update invigilators, dealing with student special arrangements, assist with the distribution/collection of exam papers, recording absentees, exam changeovers, starting exams, prepare and pack scripts for dispatch.
- Provide and distribute to students and staff information relating to individual examination timetables, seating arrangements, examination rules and regulations, drawing up the Examination Timetables for all External Exams and internal Mock Exams.
- Assist in the collection, distribution and dispatch recording of student coursework.
- Assist with the receipting, collating and distributing exam board certificates.
- Circulation of incoming information, logging important communications, ordering stationery and other materials as required and requested.
- Co-ordinate the distribution of exam results for one of the Trust secondary schools, dealing with queries arising from results and administering review and/or exam paper copy requests.
- Answering and dealing with enquiries from students, parents, members of staff, examination boards, and the public.
- To assist with the recording of accurate information and documentation about students requesting or requiring special provisions in examinations and ensure appropriate arrangements are made for students who require special examination arrangements (Access Arrangements).
- Acquire approval for any new qualifications for all awarding bodies.
- Adherence to the regulations and procedures laid down by the examination boards and the JCQ.
- Produce rooming and invigilation timetables and liaise with the Site Team and IT Support in regards to the organisation of examination rooms, including seating, furniture movement and IT requirements.
- Work with Exams Officers to recruit and induct exams invigilators and provide day-to-day management and supervision of invigilators and their deployment.
- Keep regular records of examination stocks and order/arrange despatches accordingly.
- Receipt and log all examination papers and/or scripts. Ensure that all examination materials are stored and secured at all times. Ensure the secure disposal or distribution of used examination papers following a specific holding period.
- Organise the supervision of examination clash students in accordance with JCQ regulations.
- To ensure Heads of Department/senior managers receive and are aware of changes in regulations and specifications.
- To ensure Heads of Department/senior managers are aware of entry deadlines.
- Process applications for Access to Scripts and Reviews of Marking.
- Ensure all notice boards are up to date.
- Organise, administer and be present for all results download days and student results days.
- Use word-processing, spreadsheet and other software packages, to provide a high quality and efficient service, in preparing documents, reports, letters, etc, as and when required.
- Use and maintain manual and computerised record systems.
- Record student examination fees for each examination period to enable the Trust Exams Manager to reconcile all examination fees and charges from each examination board against their invoices.
- Maintain an appropriate and efficient filing system for the Examinations Office.
- Flexibility to work across all sites within the Trust to support the efficient and effective administration of exams, as and when required.
- Be committed to the safeguarding and wellbeing of children and young people.
- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.

- Undertake other duties as requested.

Please note this job has a Probationary Period of 6 Months and a Notice Period of 3 Months.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the Trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Secondary Exams Manager

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	• Experience of using Microsoft Word and Excel to an intermediate level. • Experience of maintaining efficient filing systems. • Experience of using computerised administration systems. • At least four years' experience of administering public examinations. • Considerable experience in examination procedures and processes.	• Experience of using Bromcom. • Experience of administering BTEC qualifications. • Experience of providing training to others. • Experience of liaising with Exam Boards.
Education and Training	• Excellent standard of general education – GCSE Maths and English to Grade 4 or above, or equivalent. • Excellent verbal and written communication skills. • Willingness to undertake further training relevant to the post. • Knowledge and understanding of examination board requirements and procedures.	• Evidence of continuous professional development. • IT qualification at Level 3 or equivalent.
Special Skills and Knowledge	• An understanding of how to handle sensitive data of a confidential nature. • Customer service/care approach to work. • Good problem-solving skills. • Excellent organisation and time management - the ability to plan and prioritise work to ensure key deadlines are met, whilst maintaining a high standard of work and accuracy. • Attention to detail/accuracy. • Ability to follow pre-defined procedures.	• Good leadership/management skills
Personal Skills and Qualities	• Ability to work effectively as part of a team but also to work using your own initiative. • Openness to change and innovation. • Ability to cope with unexpected situations. • Ability to communicate clearly, concisely and accurately (verbally and in writing). • Ability to maintain effective professional relationships with internal customers and external contacts.	
Additional Factors	• An interest in working in the education sector. • Enthusiasm and commitment for the post. • Flexible approach to work – ability to work early mornings/late evenings when required and to move across sites in the trust when required.	

	• Commitment to equal opportunities and safeguarding.	
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