



**COX  
GREEN  
SCHOOL**

# Examination Manager

## Person Specification: Examination Manager

	Essential	Desirable	How to be tested
<b>Qualification criteria:</b> 1. GCSE English and Maths at Grade C or above (or equivalent). 2. Qualified to work in the UK.	√ √		<b>Application form &amp; evidence</b>
<b>Experience:</b> 3. Experience of working with children or young people or working within a school. 4. Excellent IT skills and experience of using IT systems	  √	√	<b>Application form</b>
<b>Vision and Strategy:</b> 5. Vision aligned with Cox Green School of high aspirations and high expectations of self and others.	√		<b>Interview</b>
<b>Behaviours, Skills and Abilities:</b>  6. The ability to communicate fluently in accurate spoken and written English is essential for the post. 7. Excellent listening, communication skills and high levels of emotional intelligence. 8. Strong organisational and time-management skills and ability to work under pressure. 9. Resilience and optimism to lead through day-to-day challenges in a busy school environment. 10. The ability to work well under pressure and to be decisive using own initiative. 11. Able to lead, train and motivate a team of invigilators and cover manager. 12. Ability to negotiate with staff at all levels. 13. Ability to use IT systems including databases and Microsoft Office products. 14. Able to demonstrate good understanding of the exam process in schools. 15. Ability to pay attention to detail when completing administrative tasks and exam entries. 16. Understanding and knowledge of confidentiality.	 √ √ √ √ √ √ √ √ √ √ √ √	        √   √	<b>Application form and Interview</b>
<b>Other:</b> 17. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. 18. Must be committed to safeguarding the welfare of children.	 √ √		<b>Interview</b>



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# Examination Manager

## Job Description: Examination Manager

<b>Line Manager:</b>	SLT member responsible for Exams
<b>Posts directly supervised:</b>	As directed up to a maximum of 3 staff in addition to a team of Invigilators and Lead Invigilators
<b>Main Purpose of Role:</b>	To secure outstanding achievement and progress of all students by securing excellent systems for all exams related matters in the school.

## Main Duties:

1. Act as the first point of contact for examination boards, staff, students and parents with regard to all issues associated with examinations.
2. Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
3. Undertake all administration associated with examinations ensuring key tasks are undertaken, external key dates and deadlines are met and that records are kept up to date.
4. Maintain the school's examinations database, ensuring it is accurate and up to date.
5. Liaising with the Data Manager to ensure that codings, tables and reports on the schools MIS are accurate and up to date.
6. Provide management information and student statistics on any exam related matters to the Leadership Group, the Governing Body and teaching staff, as appropriate, using the relevant systems.
7. Co-ordinate information from teaching staff for examination entries, ensuring that data is accurate and up to date.
8. Support the Special Educational Needs Coordinator (SENCo) in submitting applications for examination access arrangements or reasonable adjustments for eligible candidates to exam board deadlines
9. Prepare and submit all examinations entries and changes complying with individual board requirements and ensuring their deadlines are met.
10. Manage systems relating to receipt, checking and secure storage of examination papers in line with regulations.
11. Manage the arrangements for the timetabling, rooming, seating, provision of access arrangements and invigilation of examinations in accordance with the regulations.
12. Ensure students are notified of their exam timetables and given information on examination/coursework regulations and requirements.
13. Ensure the conduct of exams in accordance with JCQ/exam board regulations including managing issues that arise, dealing with suspected malpractice, ensuring the secure dispatch of exam papers and submitting applications for special consideration.
14. Train, manage and co-ordinate all internal and external invigilators, ensuring they are aware of their responsibilities.
15. Provide INSET to the relevant teaching and support staff on the exam process for all qualifications across the different exam series.
16. To lead on and project manage, as required, any revisions to the school's exam systems and procedures for the management of exam information and organisation.
17. Co-ordinate the publication and distribution of results and support with the data analysis process in conjunction with the Data Manager.
18. To develop partnerships with stakeholders and other schools Exams Officers to help deliver improved and more efficient exams processes for the school.
19. Deal with exam related enquiries from parents and advise on results appeal procedures, submitting requests for post-results services in line with published deadlines. deadlines with exam related enquiries from parents and

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20. To maximise the functionality of the schools Management Information Systems to ensure the easy and effective running of mock and exam series and so streamline workload and enable the school to be compliant with all JCQ requirements.
21. Process payments and manage the examinations budget, including receiving monies from students.
22. Oversee, as the main administrator, and manage appropriate access rights to JCQ and awarding body online tools for school staff.
23. Support the Data Manager when capacity allows.
24. To attend staff briefings and meetings in accordance with the calendar.
25. To participate in INSET (Professional Development Days).
26. To participate in Staff Appraisals and absence management meetings.
27. To undertake a 30 minute break duty each week.
28. To occasionally undertake invigilation duties if required e.g. for small exams in school holidays.

**General responsibilities:**

- As a member of support staff contribute to the overall leadership and management of the school and to be proactive in supporting an ethos that recognizes and celebrates success and promotes high expectations and aspirations.
- Contribute to the effective management of the school through the implementation of school policies, code of conduct.
- Attend meetings and parents' meetings relevant to the post.
- Other duties as the Head may reasonable require.

*Specific areas of responsibility allocated will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.*

**I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.**

**Name:**

**Signature:**

**Date:**