

Job description

Job title: Examinations Manager
Job ref: XS 9.5
School:
Grade: Dorset Grade 7
Reports to: Headteacher / Support Services Manager

Main job purpose

The postholder will play a lead role in the management of administrative support services to pupils and staff relating to the choice of subject, admission and examination of pupils by relevant external bodies.

The postholder will manage the provision of administrative and data management support within the school involving administering examination entries and records, the collection and analysis of data relating to individual student options and elections and overall subject areas and whole school performance. In addition, the postholder will be responsible for the organisation of the examination timetable and related resources and accommodation within the school and the direction of invigilators. The postholder will be responsible for the issuing of results to pupils and faculty staff.

Main responsibilities and duties

- To advise and liaise with staff and pupils regarding examination entry deadlines.
- To process pupil examination entries, ensuring all submission deadlines are met.
- To manage examination data, including the maintenance and updating of all related computerised and manual records in a confidential manner. To undertake all necessary administrative tasks relating to the preparation for, the sitting of and despatch of papers relating to the examination of pupils by the relevant external body within the guidelines and timeframe set by those bodies.
- To liaise with teaching staff, other school staff as appropriate, LA officers and officers of the external examination bodies as necessary.
- To contact external invigilators to arrange attendance at the school for examination invigilation; to liaise with caretaking or other premises related personnel regarding the suitable preparation of examination venues; to liaise with teaching staff in the production of student examination timetables to ensure pupil attendance requirements are met.
- To collect, collate and maintain data relating to students examination performance, class, faculty and subject performance. To conduct necessary analysis of data, compile reports for staff and senior management of the school/Governors/LA as required and to prepare statutory and non-statutory returns for a range of external bodies and agencies.
- To assist teaching staff in the interpretation of results, developing, modifying and enhancing report formats, content and design to meet the management needs of the school and to ensure compliance with the requirements of the Data Protection Act.
- Arrange for the issue of results and processing of any appeals to the examinations board(s) as appropriate.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

The postholder requires developed organisational skills, interpersonal and communication skills. It is essential that the postholder has experience of computer generation, management, manipulation and secure retention



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of data, particularly through the use of and wide application of spreadsheet software. The need for accurate inputting of data is essential.

5 GCSEs A-C qualifications or equivalent together with a recognised computer (spreadsheet) qualification is required. Previous experience of working within a school environment would be advantageous.

Supervision & management

The postholder will be expected to work for substantial periods unsupervised and to organise own work and priorities. Teaching staff will be available to clarify pupils' options and entries and the headteacher*/Support Services Manager will be available to offer technical advice or arrange additional administrative support to the postholder.

The postholder will be responsible for the supervision of an Examinations Officer or other designated support staff assisting in the management of examinations within the school.

Problem solving and creativity

The postholder will be expected to develop a detailed knowledge of examination administrative requirements of external bodies recognised and used by the school. The postholder will be responsible for the safe and secure management of the school's examination data and the reporting of that data to the appropriate agencies.

Key contacts & relationships

The postholder is in contact daily with a wide range of pupils and their parents, staff, telephone callers and visitors to the school, officers of the LA/examination boards/education councils, headteachers and staff of other schools.

Confidentiality and security of information is an important aspect of this post.

Decision making

The postholder will be expected to take decisions on a day to day basis to ensure that examination deadlines and other requirements are met (eg safe storage of papers, sufficient and complete number and type of papers are available, issuing and return of papers, the secure despatch of papers). The postholder will prioritise his/her workload on a daily basis and to take decisions on the use of appropriate analytical techniques, reports and format of data. The postholder will ensure the adequate backup of computerised data records.

Resources

Responsible for the security, handling and safekeeping of all examination papers within the school.

PC, printer, scanner and document reader and other related computer peripherals. Secure storage cabinets.

Working environment

Office and school based.

Substantial and frequent periods of computer input and data manipulation. Occasionally required to lift and transport heavy parcels containing examination papers (can exceed 5 kg)

Approval			
Prepared by	Chris Matthews	Date	April 2005
Designation	Pay and Reward Manager		



