**Crompton House Church of England Multi Academy Trust**

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| **JOB DESCRIPTION** | | | |
| **Post Title:** | Examination Manager | | |
| **Location** | Crompton House Church of England School | | |
| **Department** | English | | |
| **Grade:** | 6 (SCP 23 - 27) | **Hours:** | 36.40 hours per week, term time plus 15 days |

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| **PURPOSE OF POST** | Taking overall responsibility for providing an examinational service to all stakeholders through high quality management on all aspects of examinations and controlled assessment works    Ensuring that information collection, storage, retention, access, and flow meets the transparency and MAT accountability framework and obligations |

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| **KEY TASKS:** | |
| **Administration** | 1. organisational support services directly to, or on behalf of, the school leadership, for examinations, including administration, organisation, implementation and co-ordination of public and internal examinations and testing arrangements in accordance with school and examination board policy. 2. Manage the examination entry process for external exams using specialist computer software, including making entries and dispatching them to the examination boards using a secure network. 3. Liaise with school leaders and collect/collate information from departments regarding internal and external examination requirements. 4. Manage access arrangements associated with exams, liaising with the SENCO as appropriate, and ensure that the correct arrangements are adhered to. 5. Be responsible for the safe custody of exam papers before and after exams, accurately recording details of exam papers held, checking numbers, and resolving any discrepancies. 6. Compile and issue examination timetables, resolving timetable clashes and producing information for students, parents, and staff. 7. Ensure that exams are timetabled, roomed, and equipped in accordance with exam board regulations, and that invigilators are timetabled appropriately and act in accordance regulations. 8. Produce and update examination calendars for the school, including setting and monitoring deadlines for exam entries, estimated and preliminary entries, access arrangements and enquiries about results. 9. Checking that completed papers are held securely and organising and recording the secure collection of scripts. 10. Be responsible for the behaviour of students in the examination hall, referring any breaches of regulations/discipline to a senior member of staff. 11. Be responsible for the collation and custody of exam certificates and resolving any discrepancies. 12. Be responsible for the administrative arrangements for appeals/challenging results. 13. Manage the results process, including receipt and distribution of examination results to students, colleagues and outside agencies. 14. To keep up to date with current legislation and redraft the Examinations policy as necessary. 15. Be responsible for institutional ‘Notification of Breaches’ advising senior leaders and processing notifications as instructed. 16. Develop spreadsheets and systems for the collection, flow and publication of information / data. 17. Oversee institutional annual collection of permission documentation e.g., code of conduct, use of images, data sharing. 18. Audit institutional Management Information systems, to ensure appropriate access levels as per agreed policies and protocols. |
| **Data Management** | 1. Responsible for manual and computerised records, returns and management information systems used to manage the exams process, producing reports and information in a format appropriate to the intended audience. 2. Collate, investigate, analyse, and evaluate complex data/information and produce detailed reports, management information, data and/or returns in an appropriate format as required. 3. Set up and maintain secure administrative electronic links with each Examination Board 4. Co-ordinate and contribute to the development and review of MAT and institutional data-related policies e.g., Data Protection, Fair Access, Equality. 5. Manage and be responsible for MAT and whole school archiving ensuring historic files/data are stored and accessible in line with current legislation and good practice. 6. In the absence of the Data Manager monitor the data helpdesk and informing Senior Leadership Team of outstanding significant tasks. |
| **Finance, Human & Physical Resources** | 1. Responsibility for monitoring a budget and other resources, connected to examinations, including recoupment of costs and avoidance of penalty fees. 2. Follow associated financial regulations, policies, and procedures. 3. Order resources and equipment connected to examinations, reconciling statements produced from the school’s FMS systems and investigating discrepancies with the Finance Team, all in line with financial procedures. 4. Control and maintain other resources relating to the role, as required. |
| **Supervision** | 1. Monitor and guide the work of staff undertaking tasks relating to examinations, including the Data Input Assistant and a team of Invigilators. This will include recruitment and training of new invigilators, giving them instructions, and checking work has been completed to given deadlines and to the required quality standards. 2. Manage organisational response to information requests ensuring that contributions are co-ordinated, deadlines met, and responses communicated to the required quality standards 3. In the absence of the Data Manager supervise the Data Administration Assistant, assigning tasks as appropriate. |
| **General Clerical** | 1. Undertake general clerical duties, e.g., dealing with post, to complete the responsibilities for this role and to contribute to the smooth running of the school office.      1. Assist the Data Manager in entering and analysing data and producing reports |

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| **STANDARD DUTIES** | |
| * To understand the importance of equality and diversity in the workplace and service delivery and promote equal opportunities for all, respecting the rights of other staff and students to be treated with dignity at work. * To uphold and promote the values and the faith ethos of the school. * To implement and uphold the policies, procedures, and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying, and safeguarding/child protection, ensuring confidentiality as appropriate. * To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g., challenging a stranger on the premises. * To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school. * To attend and participate in relevant meetings as appropriate. * To undertake any other additional duties commensurate with the grade of the post. | |
| **CONTACTS** | Pupils, staff parents, carers and guardians, and visitors to the school |
| **RELATIONSHIP TO OTHER POSTS THE DEPARTMENT** | **Responsible to:** Assistant Head teacher  **Responsible for:** Administrative staff assigned to the role / Invigilators |
| **ADDITIONAL NOTES** | An enhanced Disclosure and Barring Service (DBS) check will be requested on successful application to a position in the Trust or Academy. |
| **REVIEW ARRANGEMENTS** | The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult with the postholder at the appropriate time. |

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | September 2021 | JY | Business Manager |
| **Reviewed** | September 2021 | KN | Headteacher |
| **Reviewed** | June 2023 | JB | HR & Governance Manager |
| **Reviewed** |  |  |  |

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| **Person Specification** | | | |
| **Selection criteria** | **Essential** | **Desirable** | **How**  **Assessed** |
| **Education & Qualifications** | | | |
| NVQ level 3 in Business Administration, or equivalent | ✓ |  | A/D |
| NVQ level 4 in Business Administration |  | ✓ | A/D |
| Willingness to obtain a basic first aid certificate | ✓ |  | I |
| First aid certificate |  | ✓ | A/D |
| **Experience** | | | |
| Experience of using computer packages for word processing, spreadsheets, databases, emails and researching information | ✓ |  | A/I |
| Experience of working within a school in an administrative/business support capacity |  | ✓ | A/I |
| Experience of undertaking a wide range of office based administration and clerical tasks including financial tasks, such as  monitoring budgets, accounting for expenditure and following financial procedures | ✓ |  | A/I |
| Experience of analysing data and producing reports in a format appropriate to the audience | ✓ |  | A/I |
| Experience of undertaking reception duties and providing high levels of customer care | ✓ |  | A/I |
| Experience of servicing meetings including preparation of agendas, preparing required papers, and taking and writing up minutes |  |  | A/I |
| Experience of team-working to work effectively with others and meet deadlines and goals |  |  | A/I |
| **Skills & Abilities** | | | |
| Communication skills to deliver polite, courteous, and efficient customer service, in person and over the telephone, exchanging varied information with a range of audiences | ✓ |  | A/I |
| Literacy skills including spelling, grammar, and punctuation, to be able to compose letters and other documents | ✓ |  | A/I |
| Analytical skills to be resourceful and solve varied problems, through using judgement to interpret information and situations | ✓ |  | A/I |
| Initiative to respond to unexpected problems using recognised procedures and policies as a guide | ✓ |  | A/I |
| Organisational skills to complete tasks to potentially conflicting deadlines, re-prioritising workload as appropriate | ✓ |  | A/I |
| Ability to instruct others, delegate tasks and check the work of others for completion to deadlines and quality standards | ✓ |  | A/I |
| **Knowledge** | | | |
| Understanding of the type of activities which take place within a school office and an appreciation of the administration needed to give effective support for the school | ✓ |  | A/I |
| Knowledge of data protection and why it is important to keep information confidential when dealing with children and young people | ✓ |  | A/I |
| Understanding why safeguarding is important when working with children and young people | ✓ |  | A/I |
| **Work Circumstances** | | | |
| To work flexibly as the workload demands | ✓ |  | I |
| Occasional out of hours working to support school functions | ✓ |  | I |

Key: I = Interview R = References A = Application D = Documentation T = Test