



Job Descriptions – Support Staff

Job Title	Examinations Manager
Name of Post Holder	
Date of Review of this Job Description	February 2019
Grade/Rate of Pay/Salary	NJC for Local Government Service Grade 8
Establishment	Wood Green School
Location	Woodstock Road, Witney, OX28 1DX
Post responsible to	The Headteacher via the Assistant Headteacher
Working Time	25 hour per week, term time plus 6 days worked in August
Posts responsible for	
Purpose of Post	The Examinations Manager supports the work of the school by ensuring efficient administration of examination entries and examination result, ensuring that internal and external examinations run smoothly, in line with legal requirements and school policies and providing support and information regarding examination procedures and results.
General Duties	<ul style="list-style-type: none"> • To input accurately, and with the appropriate attention to detail, all entries and amendments, meeting deadlines set by exam boards. To ensure that teachers recognise the importance of deadlines by regular, written communication with them. • To ensure that all entries are received and acknowledged within the necessary deadlines including requests for special arrangements. • To create and distribute statements of entry prior to external examinations. • To keep staff and students up to date on the process of amendments to entries, especially where a charge maybe made. • To resolve clashes in the timetabling of examinations. • To assist in the inputting of non-exam assessment marks online and submit to exam board before the deadline. • To download results electronically on the day of publication • To disseminate results to Senior Leadership Team, staff and students. • To process enquiries about results including appeals and the returned scripts service, keeping students and Head of Department and Headteacher informed of progress and outcomes • To follow up any missing results • To publish results and assist the Data Manager in analysing results • To receive, check and oversee the distribution of certificates • To submit an annual budget which anticipates the cost of entries for the whole coming examination season and the cost of invigilators • To complete all the administrative tasks associated with internal and external examinations e.g. devising the internal exam timetables and invigilation timetables, ensuring the safe storage of papers, organising the examination rooms.

	<p>General</p> <ul style="list-style-type: none"> • Undertake any necessary training • Attend staff meetings where relevant <p>Health and Safety</p> <ul style="list-style-type: none"> • To have due regard for health and safety in the workplace • To be familiar with, and adhere to, relevant parts of the school's Health and Safety Policy • Co-operate with health and safety requirements • Report all known defects • Use, but do not misuse anything provided for your health, safety and welfare • Do not undertake unsafe acts • Inform Head of Establishment of any 'Near-Misses' • Be familiar with the emergency action plans for fire, first aid and security issues • Undertake specific designated duties regarding emergency evacuation • Raise health and safety and environmental issues with students <p>Organisational effectiveness</p> <ul style="list-style-type: none"> • Any task which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need
<p>Responsibilities and Accountabilities</p>	<p>Child Protection</p> <p>Wood Green School is committed to safeguarding and promoting the health, safety and welfare of children, young people and vulnerable adults. Staff and volunteers are expected to share this commitment for whom they are responsible or with whom they come into contact in the course of their duties. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.</p> <p>Standards and Quality Assurance</p> <ul style="list-style-type: none"> • Support the aims and ethos of the school as identified in the staff handbook • Promote and model good relationships with pupils, colleagues, parents and visitors • Set a good example in terms of dress, punctuality and attendance. • Participate in training and take a lead in own professional development • Participate in the School's staff appraisal process
<p>Notes:</p>	<ul style="list-style-type: none"> • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Examinations Manager

Personal Specification

Criteria	Essential	Desirable
Education and Qualifications	A level	Degree or equivalent
Knowledge and Experience	High level administrative and organisational skills Willingness to undertake further training	Having worked in a school Familiarity with school administration systems such as SIMS
Skills and Ability	The ability to communicate and consult effectively about routines and procedures with all colleagues as necessary Very good computer literacy, with the ability to learn and to operate all relevant school computer systems Possesses high level of attention to detail Ability to remain calm, cheerful and in control of a variety of situations, particularly when under pressure, adjusting routines if necessary to meet priorities The ability to manage the teams of invigilators, assigning tasks to them and ensuring their effectiveness Ability to prioritise and organise time and workload effectively	
Personal Characteristics	Motivate to work with and for young people Flexibility A sense of humour Efficient and pleasant manner when dealing with people Good team player	