

**ROCHDALE BOROUGH COUNCIL**

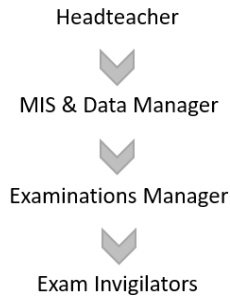
**SCHOOL: Cardinal Langley RC High School (Job Ref: EXAMS/MGR//251007)**

**JOB DESCRIPTION**

<b>Job Title:</b>	Examinations Manager
<b>Grade:</b>	Grade 5 (SCP) 12-17
<b>Responsible to:</b>	<b>MIS &amp; Data Manager</b>
<b>Responsible for:</b>	<b>Exam Invigilators</b>
<b>Hours of Duty:</b>	<b>Full-time (37 per week).</b> We anticipate that working hours during term time will be Mon-Fri between 7:45am and 3:45pm, incorporating a daily unpaid break, flexible to meet the needs of the school during exam periods.
<b>Any Special Conditions of Service:</b>	<ul style="list-style-type: none"><li>• The Postholder may be required to attend evening and weekend meetings</li><li>• The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.</li><li>• <b>Annual Leave – Term Time Only</b> – this post is employed on a Term Time + basis and therefore all staff are required to be in school during school term. There is no further annual leave.</li><li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li></ul>
<b>Values and Behaviours</b>	<p>Approach the job at all times using the Rochdale values:</p> <ul style="list-style-type: none"><li>➤ Proud</li><li>➤ Passionate</li><li>➤ Pioneering and Open</li></ul> <p>Be aware of and apply the Rochdale Values and Behaviours at all times.</p>
<b>DBS Disclosure Level:</b>	Enhanced

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

## **Organisational Chart:**



## **PURPOSE AND OBJECTIVES OF THE JOB**

Under the control and direction of the Headteacher (*or please insert a appropriate*) take responsibility for the School's Examination System and for the collation and interpretation of statistical information to analyse student performance.

## **CONTROL OF RESOURCES**

### **Personnel**

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

### **Financial**

To work in accordance with Financial Regulations and procedures of the School.

### **Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

**To adhere to the School's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.**

### **Health/Safety/Welfare**

Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health and Safety policies and procedures and current legislation.

### **Equality and Diversity**

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The postholder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's Performance Management Framework.

### **Relationships (Internal and External)**

- |           |    |   |
|-----------|----|---|
| Internal: | 1. | School staff.                             |
|           | 2. | Senior managers.                          |
|           | 3. | Governors.                                |
|           | 4. | Volunteers.                               |
|           | 5. | Pupils.                                   |
|           | 6. | Users of the School.                      |
| External: | 1. | Parents/carers.                           |
|           | 2. | Staff in other schools and within the LA. |
|           | 3. | Suppliers of equipment and services.      |

**RESPONSIBILITIES:****The postholder must:**

1. Perform his/her duties in accordance with the Authority's/School's Equal Opportunities Policy.
2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

**PRINCIPAL DUTIES**

1. To undertake/Co-ordinate the day to day administration of the Internal/External Examination system.
2. To be responsible for the ordering of, receipt and safe keeping of exam papers in accordance with the JCQ requirements.
3. To provide and process the ICT systems when required in order to facilitate departmental/whole school assessment.
4. To provide support to staff with entry information for candidates and ensure all students have been entered correctly.
5. Liaise with students and parents about examination arrangements and special circumstances.
6. Liaise with Departmental staff, students and parents about special considerations.
7. To manage and develop the ICT systems effectively for examination and student reporting/performance.
8. To ensure the examinations operate effectively including taking responsibility for planning, arrangement of cover and communications.
9. To take responsibility for the deployment of external exam invigilators in relation to arrangement of cover requirements.
10. To manage the student performance system, providing in-year reports to parents and staff on student performance.
11. To provide analysis of data received from the LA, examination boards and generated internally in relation to exam results and student.
12. Develop and provide reports to Governors and Senior Management Team in relation to the data.
13. Undertake research as directed by Headteacher or MIS & Data Manager
14. Provide support to Senior Management Team as directed by Headteacher or MIS & Data Manager
15. Participate in training and personal employee development. Promote employee development amongst staff.
16. To be available as first aider for students during the examination period
17. To be responsible for examination entries for external exams to the examination boards for public exams.

18. To liaise with Heads of Department on pupil entries.
19. Wherever possible, to make arrangements for pupils at this school to take examinations in subjects they have studied elsewhere. This applies particularly to examinations in community languages.
19. Where feasible, to make arrangements for candidates who are not pupils at this school to take examinations here.
20. To disseminate information about public exams to staff, pupils and their parents.
21. To liaise with staff, parents, pupils and to deal with complaints and queries about public examinations.
22. To sort out examination papers as they arrive.
23. To be responsible for the daily running of public examinations including practicals and to inform the Headteacher (insert as appropriate) about arrangements that need to be made for furniture in examination rooms.
24. To liaise closely with the Deputy Head Administration (insert as applicable) who will create the invigilation Timetable and provide information about the examination timetable, eg. dates/times of examinations and the number of entrants.
25. To sort out all clashes and make appropriate provisions for pupils.
26. To brief pupils on examination procedures and conduct, and to produce guidelines for staff and pupils.
27. To provide relevant statistics on examination entry and examination results to the Head, the Governors, the LA and the DfE.
28. To be responsible for examination stationery.
29. To check DfE statistics and examination results information before publication.
30. To complete examination entries using IT wherever possible and ensuring manual back-up as appropriate.
31. To oversee the copying and distribution of results by the School Office.
32. To check certificates prior to distribution/presentation evenings.
33. To retrieve costs of examination entry from absentees and arrange for re-marks, reports and queries about exam results from the examination board.
34. To be present on the day the school is notified of results, or arrange for a suitable, well-briefed substitute who is capable of producing the relevant statistics and can make arrangements for distributing results. (The substitute must be acceptable to the Head).
35. To undertake an analysis of examination results, when the school is notified, and to inform the Head as soon as administratively possible.
36. To liaise closely with (the Senior Teacher i/c Quality Assurance) (insert as applicable) to develop exam Statistics that can be used for target setting, review and as a basis of raising achievement.
37. To explore the use and benefits of computer packages to streamline the administration of examinations.

38. To make arrangements for all internal examinations including timetable rooming and invigilation.
39. To liaise closely with the MIS & Data Manager over issues of invigilation and cover.

### **SECONDARY DUTIES**

1. To support and participate in team working within the school, including working within other areas as required in the light of operational needs of the school and to facilitate the career development of the postholder.
2. To ensure that management information is collected and maintained.
3. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the postholder and if she/he wishes with her/his trade union representative.

Job Description prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed by Postholder: \_\_\_\_\_ Date: \_\_\_\_\_