

# JOB DESCRIPTION



<b>School</b>	ST JOSEPH'S RC HIGH SCHOOL
<b>Job Title</b>	EXAMS & ASSESSMENT MANAGER
<b>Grade</b>	GRADE F 17 - 23
<b>Primary Purpose of the Job</b>	Under the guidance of senior staff the post holder will be responsible for undertaking administrative and organisational processes within the school with regard to examinations and help develop the school's corporate brand.
<b>Responsible to</b>	DHT Standards (Exams) and School Business Manager (Admin)
<b>Responsible for</b>	Exam Invigilators
<b>Principle Responsibilities</b>	Provide clerical and administrative support to the school with a priority focus on co-ordinating examinations and assessment manager.

## MAIN DUTIES

### Organisation

- Deal with complex enquiries and queries from staff, pupils, parents, external agencies and partners etc.
- Contribute to the planning, development and organisation of support services systems, procedures and policies in matters with a prime focus on those relating to examination support.
- Organise and plan across all examination bodies for the correct and timely input of submissions.
- To oversee the arrangements for the internal examinations for all year groups.
- Co-ordinate the physical requirements for examinations to occur in school.
- Liaise with members of staff to ensure the correct management of all exam related responsibilities.
- Line management and supervision of the casual Exam Invigilators including induction, mentoring, training and development as required.
- To contribute towards the management of the school assessment calendar.
- To manage the timely and accurate processing of data relating to students' achievement and attainment as required.
- To be responsible for keeping and updating assessment data in the SIMS assessment package in line with school policy.
- To ensure that all data and information is processed in accordance with Data Protection principles.
- To respond to and provide advice on Freedom of Information and Data Protection requests in line with relevant legislation.
- To provide training and support to school staff on extracting information from SIMS Assessment.
- To take a lead and support staff on achieving a corporate 'Joey' brand within school and outward facing aspects of school life.

- Undertake other administrative/reception duties as and when required.

### **Administration & Resources**

- Managing and coordinating all aspects of examination administration.
- Manage manual and computerised records and information systems.
- Complete and submit complex forms and returns including those to external agencies e.g. Examination Boards, DFE, Local Authority etc.
- Monitor and manage the examinations budget working with the Finance Team to catalogue staff utilised, resources and undertake audits as required.
- Provide guidance to staff, pupils and others with regard to examinations.
- Co-ordinate bookings for parents evenings and progress evenings using the online booking system and assist with the administration, organisation and hospitality of these events.
- To help update and maintain the school website and other promotional material during non-exam periods.

### **Responsibilities**

- Comply fully with policies and procedures relating to child protection, health, safety and security, copyright, confidentiality and data protection and customer care reporting all concerns to the Head Teacher.
- Establish constructive relationships and communicate with other agencies and professionals.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- The post holder will be required to dress and act at all times as an example to the pupils within the school.
- The post-holder will be required to undertake any other administrative tasks to meet the needs of the school as directed by the Head Teacher.

**Customer Care** - To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.

**Develop oneself and others** - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others

**Valuing Diversity** - To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**Date Job Description prepared/updated**

May 2019

**Job Description prepared by**

T McCabe

# PERSON SPECIFICATION



**School** ST JOSEPH'S RC HIGH SCHOOL

**Job Title** EXAMS AND ASSESSMENT MANAGER

**STAGE ONE** Disabled Candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
<b>1.</b>	<b>Skills and Knowledge</b>	
1.1	Ability to input, interpret and analyse data with a high degree of accuracy	Application Form/Interview
1.2	Good literacy and numeracy skills	Application Form/Interview
1.3	Ability to relate well to children and adults	Application Form/Interview
1.4	Advanced ICT skills using SIMS and Microsoft packages including publishing software (or a desire to learn these skills)	Application Form/Interview
1.5	Ability to self-evaluate learning needs and actively seek learning opportunities	Application Form/Interview
1.6	To be able to initiate opportunities to ensure tasks are completed within specified timeframes	Application Form/Interview
1.7	Knowledge of examinations administration	Application Form & Interview
1.8	Full working knowledge of relevant school policies /codes of practice/ legislation	Application Form & Interview
1.9	Creative flair with an eye for detail and a desire to make the physical environment and ethos of the school as good as it can be.	Application Form & Interview
1.10	<b>Customer Care</b> - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users	Application Form/Interview
1.11	<b>Valuing Diversity</b> - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage	Application Form/Interview

1.12	<b>Developing Self and Others</b> - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others	Application Form/Interview
<b>2. Experience/Qualifications/Training etc</b>		
2.1	Minimum GCSE Grade C or equivalent in Mathematics and English	Application Form
2.2	Experience of working with databases and data/number input and analysis	Application Form/Interview
2.3	Advanced knowledge of SIMS packages particularly in Exams Organiser and Assessment.	Application Form/Interview
2.4	Willingness to participate in relevant training and development opportunities	Application Form/Interview
<b>3. Work Related Circumstances – Professional Values &amp; Practices</b>		
3.1	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	Application Form & Interview
3.2	Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	Application Form & Interview
3.3	Demonstrative of a positive role model for students and promote the positive values, attitudes and behaviour they expect from the pupils	Application Form & Interview
3.4	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	Application Form & Interview
3.5	Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning	Application Form & Interview
3.6	Able to improve their own practice through observations, evaluations and discussion with colleagues	Application Form & Interview
3.7	A willingness to attend evening meetings and school events outside of normal school hours	Application Form & Interview

**STAGE TWO** Will only be used in the event of a large number of applicants meeting the minimum essential requirements

<b>ADDITIONAL REQUIREMENTS</b>		<b>METHOD OF ASSESSMENT</b>
<b>1. Skills and Knowledge</b>		
1.1	Previous experience of working in examinations administration in an educational environment	Application Form/Interview

