

**JOB DESCRIPTION**

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| **School** | Rivington & Blackrod High School | |
| **Job Title** | Examinations Manager with Data responsibility | |
| **Grade** | Grade 6 | |
| **Primary Purpose of the Job** | 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, systems and data management. | |
| **Responsible to** | Assistant Head Teacher | |
| **Responsible for** | Exam Invigilators | |
| **Principle Responsibilities** | To provide clerical and administrative support to the school with a priority focus on co-ordinating examinations, systems and data management. | |
| **MAIN DUTIES** | | |
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| **Organisation**   * deal with complex enquiries and queries from staff, students, 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; * oversee the arrangements for the internal examinations for all year groups; * co-ordinate the physical requirements for examinations to occur in school; * be responsible for the school’s compliance with all examination board regulations prior to, during and after examinations * be responsible for the safe storage and despatch of all examination papers and scripts * liaise with members of staff to ensure the correct management of all exam related responsibilities * line manage and supervise Exam Invigilators, Readers and Scribes, including mentoring, training and development as required; * Work with the Data Management Team in the processing, production and management of all school data in its varying forms * Ensure that all data and information is processed in accordance with Data Protection principles * undertake administrative duties as and when required.   **Administration & Resources**   * manage and co-ordinate 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, students and others with regard to examinations; * co-ordinate bookings for parents’ evenings and assist with the administration, organisation and hospitality of these events.   **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; * dress and act at all times as an example to the students within the school; * undertake any other administrative tasks to meet the needs of the school as directed by the Head Teacher.   **Customer Care**   * provide quality services which our customers want and need; * give customers the opportunity to comment or complain if they need to; * work with customers and do what needs to be done to meet their needs; * inform your manager about what customers say in relation to the services delivered.   **Develop oneself and others**   * make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through a personal development plan; * be ready to share learning with others.   **Valuing Diversity**   * accept everyone has a right to their distinct identity; * 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; * 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** | |  | |
| **Job Description prepared by** | |  | |



**PERSON SPECIFICATION**

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

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| **MINIMUM ESSENTIAL REQUIREMENTS** | **METHOD OF ASSESSMENT** |
| **Skills and Knowledge** | |
| Ability to input, interpret and analyse data | Application Form/Interview |
| Good literacy and numeracy skills | Application Form/Interview |
| Ability to relate well to children and adults | Application Form/Interview |
| Advanced ICT skills | Application Form/Interview |
| Ability to self-evaluate learning needs and actively seek learning opportunities | Application Form/Interview |
| Be able to initiate opportunities to ensure tasks are completed within specified timeframes | Application Form/Interview |
| Knowledge of examinations administration | Application Form/Interview |
| Full working knowledge of relevant school policies/codes of practice/legislation | Application Form/Interview |
| **Customer Care** – 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 |
| **Valuing Diversity** – 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 |
| **Developing Self and Others** – 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 |
| **Experience/Qualifications/Training etc** | |
| Minimum GCSE Grade C or equivalent in Mathematics and English  Experience of working with databases and data/number input and analysis  Advanced Knowledge of computer systems, particularly in exams and assessment  Willingness to participate in relevant training and development opportunities | Application Form/Interview |
| **Work Related Circumstances – Professional Value and Practices** | |
| High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements  Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners  Demonstrative of a positive role model for students and promote the positive values, attitudes and behaviour they expect from the students  Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice  Able to liaise sensitively and effectively with parents and carers recognising their role in student learning  Able to improve their own practice through observations, evaluations and discussion with colleagues  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.

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| **ADDITIONAL REQUIREMENTS** | METHOD OF ASSESSMENT |
| **Skills and Knowledge** |  |
| Previous experience of working in examinations administration in an educational environment;  previous experience of statistical returns for DFe, LA, etc |  |
| **Note to Applicants: Please try to show in your application form, how best you meet these requirements.** | |

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| **Date Person Specification prepared:** |  |
| **Person Specification prepared by:** |  |