

Examinations Manager

Grade: Kent Range 6

Responsible to: Line Manager

Purpose of the Job:

To be responsible for the efficient and effective running of the administration of all internal and external examinations within the school, including liaising with staff, pupils, invigilators and examination boards.

Key duties and responsibilities:

1. Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken.
2. Liaise with staff/Heads of Department re pupil examination entries.
3. Disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results.
4. Complete examination entries and securely store and send completed examination papers to external examination boards.
5. Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements.
6. Organise the school's external invigilators, including training and ensuring up-to-date information is provided to them.
7. Manage arrangements for internal examinations.
8. Responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery.
9. Make arrangements for the specific needs of individuals (e.g. SEN), external entrants who are not school pupils and for school pupils to sit examinations elsewhere.
10. Provide data and analysis on examination entries and results.
11. Manage the examinations budget.

Individuals in this role may also undertake some or all of the following:

1. Supervise/line manage other staff involved in examinations.
2. Undertake examination invigilation.
3. Responsible for recovery of monies from candidates or absentees.
4. Liaise with FE Colleges.