



## Oakwood Park Grammar School

### Job Description – Examinations Manager

**Job Title:** Examinations Manager

**Responsible to:** Deputy Headteacher, Quality of Education

**Line Management:** Examination Invigilators and Examinations and Administrative Assistant

**Working closely with:** Senior Leadership Team, Heads of Subject, SENDCo, Data Manager, Finance/Operations Team and teaching and support staff

**Contract:** The position is full time, 37 hours per week, 44 weeks per year (this could be flexible around times when no exams are taking place). A minimum of two weeks must be worked in August for results and post-results.

#### Job Purpose

The Examinations Manager is responsible for the efficient, accurate, secure and compliant administration and delivery of all internal and external examinations at Oakwood Park Grammar School.

The postholder will lead the school's examinations function, ensuring that all examination processes meet the requirements of awarding organisations, the Joint Council for Qualifications (JCQ), the Department for Education and school policies.

Working closely with the Senior Leadership Team, Heads of Subject, SENDCo and Data Manager, the Examinations Manager will ensure that examination entries, arrangements, timetables, access arrangements, examination administration, results and post-results services are delivered accurately and within the required deadlines.

The role requires exceptional organisation, attention to detail, confidentiality and the ability to remain calm and effective during periods of significant pressure, particularly during the examination and results seasons.

#### Key Responsibilities

##### 1. Leadership and Management of Examinations

- Take overall responsibility for the effective administration and organisation of the school's examination programme.
- Develop and maintain an annual examinations calendar covering internal and external examinations.
- Ensure that all examinations are administered in accordance with examination board regulations, JCQ requirements and school procedures.

- Keep up to date with changes to examination regulations, procedures and awarding organisation requirements.
- Provide expert advice and guidance to staff and senior leaders on examination-related matters.
- Ensure that examination processes are reviewed regularly and improved where appropriate.
- Identify potential risks within the examinations process and implement appropriate controls and contingency arrangements.
- Maintain accurate examination records and documentation.

## **2. External Public Examinations**

- Manage the complete examination cycle for GCSE, A Level and other public examinations.
- Coordinate examination entries, amendments, withdrawals, transfers and late entries.
- Liaise with awarding organisations and examination boards as required.
- Ensure all examination deadlines are met.
- Prepare and submit examination entries accurately and within required timescales.
- Check candidate and subject information carefully before entries are submitted.
- Produce examination timetables and individual candidate timetables.
- Organise examination rooms, seating plans, candidate lists and examination materials.
- Coordinate the secure receipt, storage, distribution and return of examination papers and other confidential materials.
- Ensure examinations are conducted in accordance with JCQ and awarding organisation regulations.
- Manage examination incidents, irregularities and suspected malpractice in accordance with the appropriate procedures.
- Coordinate the secure dispatch of completed examination scripts and associated materials.
- Maintain appropriate records of all examination activity.

### 3. Internal Examinations

- Coordinate the school's programme of internal examinations, including mock examinations and other formal assessment periods.
- Work closely with Heads of Subject to establish examination requirements, candidate numbers, papers and timings.
- Develop internal examination timetables in consultation with relevant staff.
- Coordinate rooming, seating plans, invigilation and examination resources.
- Ensure that internal examinations are delivered consistently and efficiently across the school.
- Communicate examination arrangements clearly to students, staff and relevant parents/carers.
- Identify and resolve clashes, rooming issues and other logistical challenges.
- Support the school in evaluating and improving its internal examination processes.

### 4. Working with the Senior Leadership Team

- Work closely with the **Senior Leadership Team** to ensure that the examinations programme supports the school's academic priorities.
- Provide accurate and timely information to senior leaders regarding examination entries, timetables, candidate numbers, results and post-results activity.
- Alert senior leaders promptly to significant examination issues, risks, deadlines or regulatory changes.
- Contribute to the planning and delivery of results days and other key examination events.

### 5. Working with Heads of Subject

- Establish effective working relationships with all Heads of Subject.
- Provide clear deadlines and guidance for examination entries and related processes.
- Work with Heads of Subject to check candidate entries and resolve discrepancies.
- Ensure that Heads of Subject are aware of examination board requirements and key deadlines.
- Coordinate arrangements for subject-specific examinations, including practical, oral and coursework/non-examined assessment requirements where applicable.
- Ensure that changes to entries are communicated and recorded accurately.
- Support Heads of Subject with examination queries and post-results services.

## **6. Working with the SENDCo and Access Arrangements**

- Work closely with the SENDCo to ensure that appropriate access arrangements are identified, recorded and implemented for eligible students.
- Maintain accurate records of examination access arrangements.
- Ensure that approved access arrangements are reflected accurately in examination timetables, seating plans and candidate arrangements.
- Coordinate the practical delivery of access arrangements, including additional time, readers, scribes, supervised rest breaks and separate accommodation where required.
- Ensure that examination staff and invigilators understand their responsibilities in relation to access arrangements.

## **7. Working with the Data Manager**

- Work closely with the Data Manager to ensure the accuracy and integrity of examination and pupil data.
- Coordinate the transfer and checking of candidate, subject and examination information between relevant school systems.
- Ensure examination entries and candidate information are accurately reflected within school data systems.
- Undertake regular checks to identify discrepancies between examination records and school data.

## **8. Results and Post-Results Services**

- Coordinate the receipt, checking and distribution of examination results.
- Lead the operational planning for GCSE and A Level results days.
- Ensure that results are processed and communicated securely and accurately.
- Liaise with students, parents/carers, Heads of Subject and senior leaders regarding examination results.
- Coordinate post-results services, including:
  - Reviews of marking
  - Clerical checks
  - Access to scripts
  - Appeals
  - Amendments to results
- Ensure appropriate consent is obtained for post-results services.
- Maintain accurate records of all post-results requests and outcomes.
- Liaise with examination boards regarding post-results queries and appeals.

- Support students and staff with accurate information regarding post-results procedures and deadlines.

## **9. Examination Invigilation**

- Recruit, organise and coordinate examination invigilators.
- Develop invigilation rotas for internal and external examinations.
- Provide appropriate training and guidance to invigilators.
- Ensure invigilators understand examination regulations and school procedures.
- Monitor the quality and consistency of examination invigilation.
- Arrange cover for absent invigilators and respond to unexpected staffing requirements.
- Maintain appropriate records of invigilation and training.

## **10. Examination Resources and Security**

- Maintain secure systems for the storage and handling of confidential examination materials.
- Ensure examination papers and confidential materials are stored securely in accordance with examination regulations.
- Maintain accurate records of the receipt, movement and dispatch of examination materials.
- Ensure examination rooms are appropriately prepared and compliant with relevant regulations.
- Arrange the secure return and dispatch of examination scripts and other materials.
- Monitor examination resources and ensure that appropriate supplies are available.

## **11. Communication**

- Act as the principal point of contact within the school for examination-related queries.
- Communicate examination information clearly and accurately to students, parents/carers and staff.
- Produce examination guidance, timetables, notices and other communications as required.
- Ensure key examination deadlines and arrangements are communicated effectively.
- Respond professionally and promptly to examination-related queries.
- Handle sensitive and confidential information appropriately.

## **12. Compliance, Quality Assurance and Risk Management**

- Ensure the school complies with all relevant examination regulations and procedures.
- Maintain up-to-date knowledge of JCQ regulations and awarding organisation requirements.

- Maintain examination policies and procedures in conjunction with relevant senior leaders.
- Prepare for and support examination inspections, audits and centre visits.
- Maintain accurate records required for compliance purposes.
- Ensure examination irregularities and incidents are reported appropriately.
- Contribute to risk assessments and contingency planning for examinations.
- Ensure appropriate procedures are in place for emergencies, examination clashes and unexpected disruption.

### **13. Finance and Administration**

- Coordinate payments and fees associated with entries, late entries, amendments and post-results services.
- Maintain accurate financial records relating to examinations.

### **14. Professional Responsibilities**

- Maintain the highest standards of confidentiality, professionalism and integrity.
- Handle sensitive information relating to pupils, examination results and staff appropriately.
- Work collaboratively as part of the wider school community.
- Contribute positively to the school's culture and values of **Strive and Serve**.
- Undertake relevant professional development to maintain knowledge and expertise.
- Keep abreast of changes in examination regulations, technology and best practice.
- Undertake other reasonable duties appropriate to the role as directed by the Headteacher or Senior Leadership Team.

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## **Person Specification**

### **Essential**

#### **Knowledge and Experience**

- Experience of examinations administration within a school, college or similar educational setting.
- Strong knowledge of examination procedures and regulations.
- Experience of managing complex administrative processes and deadlines.
- Understanding of the importance of confidentiality and data security.
- Experience of working with a range of stakeholders.

### **Skills and Abilities**

- Exceptional organisational and administrative skills.
- Excellent attention to detail.
- Ability to prioritise workload and meet demanding deadlines.
- Ability to remain calm and effective under pressure.
- Excellent written and verbal communication skills.
- Strong IT skills and confidence using databases and information systems.
- Ability to identify problems quickly and develop effective solutions.
- Ability to work independently and use initiative.
- Ability to build effective professional relationships with colleagues.

### **Personal Qualities**

- Professional, reliable and conscientious.
- Highly organised and methodical.
- Calm, approachable and solution-focused.
- Discreet and trustworthy.
- Flexible and adaptable.
- Committed to high standards.
- Able to work effectively as part of a team.

### **Desirable**

- Experience of working with awarding organisation systems.
- Experience of managing GCSE and A Level examinations.
- Knowledge of JCQ regulations.
- Experience of managing access arrangements.
- Experience of examination results and post-results services.
- Experience of working with school management information systems.
- Experience of leading or coordinating examination invigilators.
- Relevant examinations or educational administration qualification.

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**This Job Description is not exhaustive and may be amended following appropriate consultation to meet the changing needs of the school.**