

**ST GABRIEL'S R C HIGH SCHOOL  
JOB DESCRIPTION**

<b>Post Title: EXAMINATIONS CURRICULUM AND ASSESSMENT MANAGER</b>	
<b>Department:</b>	<b>Establishment/Post No: 9</b>
<b>Division/Section: SCHOOLS</b>	<b>Post Grade:</b>
<b>Location: St Gabriels RC High School</b>	<b>Post Hours: 37 to plus 15 days</b>
<b>Special Conditions of Service:</b> To work flexibly during heavy exam periods	
<b>Purpose and Objectives of Post:</b>  <ol style="list-style-type: none"> <li>1. To use practical and procedural knowledge in order to support the MIS &amp; IT Strategy Leader and SLT, in the management of the administration, organisation and smooth running of public and internal examinations in school.</li> <li>2. To use theoretical knowledge of the exam regulations in order to assist the MIS &amp; IT Strategy Leader and SLT, in the development of policies and procedures relating to exams.</li> </ol>	
<b>Accountable to: Governors, Head Teacher</b>	
<b>Immediately responsible to: MIS &amp; IT Strategy Leader</b>	
<b>Immediately responsible for: Exams administrator Lead Invigilator, Invigilators</b>	
<b>Relationships: (Internal and External)</b> Staff, Pupils, Parents, Local Authority staff and outside agencies.	
<b>Control of Resources:</b> Exam related materials such as question papers and controlled assessments Exams stationery & equipment	

## **Duties/Responsibilities:**

### **Compliance**

Using up to date knowledge of complex regulations, produce an annual Compliance Statement for the MIS & IT Strategy Leader and SLT, highlighting any areas of concern.

Under the direction of the MIS & IT Strategy Leader and SLT,, prepare and maintain policies, ensuring they are up to date and in line with current regulations.

Work with the MIS & IT Strategy Leader and SLT, to produce the Statutory Contingency plan and keep the plan up to date.

Ensure the school meets the awarding body's deadlines, highlighting concerns to the MIS & IT Strategy Leader and SLT, in good time.

Meet and liaise with examination inspectors and co-ordinate any inspections.

### **Management**

To be responsible for organising the invigilation of exams including the recruitment, induction and training of external invigilators.

To line manage and direct the work of the Invigilators, including the production of invigilation timetables.

To produce an annual plan of invigilator requirements in time for the school budget.

Using knowledge of JCQ and awarding bodies' regulations, produce guidelines on examination procedures and conduct and disseminate to staff and students.

To manage applications from external candidates, ensuring all regulations and procedures are adhered to and fees due have been collected.

To monitor the exam capitation budget, ordering stationery and supplies in line with school procedures.

### **Communication**

To act as a central point of contact for all matters relating to public & internal examinations and to be responsible for all correspondence with awarding bodies.

To actively liaise with awarding bodies with regard to the administration of entries, coursework requirements, the conduct of examinations and examination results.

To liaise with Heads of Subject regarding exam entries, working to tight deadlines and reporting delays to the MIS & IT Strategy Leader and SLT,.

To liaise with the SENCO with regard to any special requirements for students with SEN undertaking examinations, to ensure that awarding bodies are made aware of these requirements and to ensure that appropriate provision is made.

Ensure that effective communication procedures are in place with pupils, parents and staff and that any changes to rules and regulations are shared promptly.

Liaise with students regarding the accuracy of information provided to awarding bodies for exam entries, ensuring students are aware of the requirements regarding their conduct during examinations.

Deal with all enquiries regarding examination entries, timetables and results.

Liaise with students and parents in respect of appeals and result enquires, and co-ordinate appeals in line with procedure.

### **Administration**

Access all relevant external websites and disseminate information such as allocating pupils with their unique learner numbers, maintaining staff access and distributing any on line materials.

To be responsible for completing the school's annual NCN registration (Centre Registration).

To be responsible for checking and inputting data including the entries for public examinations, tier changes, KS4 results and controlled assessments.

To maintain manual and computerised records Eg. Online applications for special consideration, exams data on SIMs.

To produce a schedule of rooms to be used for examinations and ensure these rooms are set up appropriately in line with examination board requirements.

To produce student seating plans for the main examination hall and other rooms where examinations are taking place. Ensure all necessary stationery and materials are available.  
 To receive and distribute exam papers to pupils in line with regulations.  
 To be responsible for the storage and security of exam papers and completed examination work, ensuring systems are compliant and auditable.  
 To complete attendance registers and ensure all completed papers are collected and dispatched to appropriate awarding bodies, in line with regulations.  
 To support the MIS & IT Strategy Leader and SLT, in checking examination results information before publication.  
 To oversee the down loading of public examination results on the day before they are released to students.  
 To produce exam data for subject teachers and statistics for analysis by the MIS & IT Strategy Leader and SLT,.  
 To check students' examination certificates when they arrive from the examination boards and ensure they are ready for distribution.  
 To retrieve from parents any costs relating to exams in line with school policy.

**Other**

Working under the MIS and IT Strategy Leader maintain schools' Assessment Data, including electronic records of pupil attainment and performance and creation of mark sheets to enable data to be accurately recorded and assist teaching staff in producing statistics, accessing and reviewing their pupil data records

Providing administrative support/data for ICT Strategy Leader to organise online testing such as CATs and ALAN Awards

Identify pupils with missing prior attainment data and contact previous school then use a target setting model to generate targets.

Produce all school reports in line with the school policy

Liaising with timetabler to ensure all courses are linked to the correct exam basedata and uploading timetable information into SIMS.

Administer set and form moves in SIMS

Upload student data from external agencies including FFT, NCA Tools and Secure Access

Print class lists and timetables for start of academic year for pupils and staff

Use ICT packages e.g. excel, databases, spreadsheets, internet.

To be aware of the main health & safety issues specific to school and how they relate to students, staff, visitors and contractors.

To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (as named in the policy concerned).

Appreciate and support the role of other professionals.

Contribute to the school ethos, aims and the development/improvement.

Attend and participate in regular meetings.

Participate in training and other learning activities and performance development as required.

To recognise own strengths and areas of expertise and use these to support and advise others.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See Paragraph 203 of Supplemental Conditions of Service)

<b>Job Description prepared by:</b>	<b>Sign:</b>	<b>Date:</b>
<b>Agreed by Postholder:</b>	<b>Sign:</b>	<b>Date:</b>