

Job Description: Examinations Manager with Data

Reporting to: SLT Assessment Lead

Start date: 1 September 2024

Contract: 36 hours per week, term time plus two weeks (41 weeks)

Salary: Ark Support Inner London Scale 8 points 19-29 (£34,452-£40,427) depending on experience, *pro rata*

Location: Ark Putney Academy

The Role

To oversee and manage all aspects of public examination and certification processes and ensure that examination board procedures are followed throughout these processes. You will be required to maintain up to date records of student and assessment details, ensuring that the information kept is both accurate and confidential.

You will work across the academy as required, providing excellent administrative and customer services to a variety of stakeholders establishing and maintaining efficient administrative systems and processes to support the effective running of the school, with a focus on operational excellence and to meet the current and future needs of the academy.

It is essential that the person for this role is organised, able to multitask, work flexibly and have a 'can do' approach.

Key Responsibilities:

Exams management:

- Be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process
- Support the head of centre to ensure the centre is compliant with the JCQ regulations and awarding body requirements to always ensure the security and integrity of the examinations/assessments
- To act on behalf of and be the main point of contact for the centre in matters relating to the general administration of awarding body examinations and assessments
- Oversee internal and external exams including timetables, rooming and invigilators
- Ensure the smooth running and integrity of all exam related systems and procedures
- Provide training to individuals that carry out invigilation, ensuring that the Joint Council's 'Instructions for the Conduct of Examinations' is always followed
- Liaise with the facilities team to ensure that facilities for students undertaking examinations are of the highest possible standard and in line with requirements.
- Liaise with awarding bodies to ensure that students receive any special consideration, providing allowances for prevailing circumstances
- Ensure that examination boards/authorities are made aware of any special requirements for students/school and that appropriate provision is made
- Make appropriate timetabling and room arrangements, ensuring minimal impact on teaching and learning
- Create and distribute examination, rooming and invigilation timetables to students and staff
- Manage the electronic download of results for all examination seasons and manage the process of distribution to students
- Input and analyse data using relevant examinations software, such as Bromcom

- Liaise with Examination Boards in respect of the administration of entries, coursework requirements, the conduct of examinations and examination results
- Be responsible for the safekeeping and confidentiality of exam papers and completed examination work
- Ensure that students and parents understand the procedure in respect of appeals and results enquiries
- Seek to find suitable solutions to issues/problems raised by teachers, students/parents relating to examinations

Before Examinations

Planning:

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Research and understand qualifications and how they are assessed
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/The Exams Office etc.)
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments, changes and updates
- Effectively use JCQ and awarding body online tools where required (e.g. the Centre Admin Portal (CAP) and secure extranet sites)
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (achieved by creating and working to an annual exam plan)
- Communicate clear internal deadlines and processes for gathering and sharing exam-related information from/with relevant internal stakeholders
- Actively support the Head of Centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and inform of any changes to centre status
- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely and for as long as required in accordance with the regulations
- Support the Head of Centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- Support the SENDCo in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)

Entries:

- Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations/assessments
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
- Maintain required identifiers for each candidate entered for an examination or assessment and enter candidates who are on roll at the centre as internal candidates
- Verify the identity of all students who are entered for examinations and assessments

- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with Finance to ensure fees are paid as instructed and at the time specified by the awarding bodies
- Submit any applications for transferred candidate arrangements in accordance with the awarding body requirements
- Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments or withdrawals) to ensure candidates take the correct papers at the correct time enabling awarding bodies to deliver accurate results to the centre

Pre-exams:

- Recruit, train, update and manage a team of invigilators
- Organise schedules for exam invigilators' working hours
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations
- Communicate schedules and timetables to key stakeholders, including staff
- Effectively resolve exam timetable clashes in accordance with the regulations
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations and assessments in accordance with the regulations
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations and assessments in advance of these taking place
- Support the Special Educational Needs Coordinator (SENDCo or equivalent) in implementing examination access arrangements or reasonable adjustments for eligible candidates (including appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)

During Examinations

Exam time:

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations
- Effectively deploy fully trained Invigilators to exam rooms according to the requirements
- Manage unexpected issues or irregularities which may affect the conduct of examinations
- Support the Head of Centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies
- Manage emergency access arrangements for eligible candidates as the need may arise during exam time
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements
- Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria

After Examinations

Results and post-results:

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services
- Plan, prepare for and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
- Effectively use internal and external IT systems to access and manage awarding body results information
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations

Data

- Provide comprehensive support for various tasks including calendar, census attendance, admissions, and more.
- Perform general clerical duties such as photocopying and filing.
- Assist with data input and management in various systems.
- Serve as a first aider along with other support staff.

Other

- To carry out fire marshal duties, if required
- To be flexible regarding working hours
- Carry out other reasonable tasks as directed by the Executive Principal

Person Specification: Examinations Manager with Data

Qualification Criteria

- Right to work in the UK
- GCSE at grade C or above (or equivalent) in English and Maths

Experience

- High level of proficiency with Microsoft Excel
- High level of proficiency with IT systems
- Excellent grammatic and numerical skills
- Experience demonstrating excellent organisation, prioritisation and time management skills
- Experience of running effective administrative support

Personal Characteristics

- Excellent grammatic, numerical and analytical skills
- Highly competent computer skills, in particular using Excel and databases
- Strong planning and organisational skills
- Professional outlook, detailed orientated and able to multitask and meet deadlines
- A team player who can work collaboratively as well as using own initiative
- Has high standards and a keen eye for detail
- Exercises sound judgment, especially relating to confidentiality and discretion

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Ensure compliance with Ark's data protection rules and procedures
- To carry out other reasonable tasks as directed by the senior leadership team
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. To meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. We require all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click this [link](#)

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.