



Magna Academy Poole

an Aspirations Academy

Examination Manager (Grade F 12 - 17)

Job Description

To be responsible for the management, administration, organisation and smooth running of all internal and external examinations, in addition to supporting the data manager with daily data input and analysis tasks.

Main aspects of the role:

- To update academy examination policies and procedures in line with JCQ and examination board requirements annually
- To keep up to date with all JCQ and examination board changes and effectively communicate them to the senior team
- To administer all aspects of public and mock examinations throughout the academy
- To facilitate accurate and timely communication amongst staff and students so all are aware of deadlines, responses and timings of exam arrangements
- Management of all examinations both internal and external; including controlled assessments and room bookings for examinations
- Liaise with SENDCo to make necessary arrangements for students who have special access arrangements for exams
- To recruit and manage a team of invigilators to ensure all examinations are covered accordingly with staff
- To support all invigilators by planning and leading regular training and creating a specific handbook covering the current procedures to be followed and to ensure the handbook is kept up to date
- Liaise with heads of department to ascertain entries, downloading and checking base data files from each examining board for the relevant exam period
- To coordinate with the data manager to identify suitable rooms for exams, relocating staff and students where necessary
- Liaising with the Site Manager for exam set up arrangements
- Prepare and issue all candidates with a statement of entry, make entries by electronic transfer system (MIS), provide timetables for staff, students and invigilators
- Investigate and resolve all exam and assessment queries from staff, students and parents
- Receive and thoroughly check all exam papers and materials, notifying exam boards of any shortfalls immediately and ensure these papers are securely stored in accordance with examination board regulations
- Investigate any cases of plagiarism, malpractice, appeals and special consideration for onward transmission and consideration by the awarding body
- Manage receipt of publications of all mock and public results to students
- To submit all controlled assessment (NEAs) and forms according to board timetables adhering strictly to their deadlines

- Oversee exams, checking regularly that all is well with the invigilators and that sufficient spare material is available as necessary
- To submit all script packages and labels and send them to relevant exam boards as soon as possible, ensuring that the security of the work is maintained at all times
- Organising the receiving, collating and issuing of results as per the board instructions and assisting with issuing statistics and spreadsheets
- Organising mock exam timetables
- To work closely with the Data Manager taking on data inputting and analysis tasks
- To contribute to the process of the ordering and allocation of equipment and materials for exams
- To assist the Senior Leadership Team (SLT) to identify resource needs and to contribute to the efficient/effective use of physical resources
- To be available to work throughout the two week summer results period each August

Other Duties:

- To be aware of and comply with policies and procedures relating to Child Protection and all aspects of safeguarding children
- To continue personal development as agreed at appraisal
- To engage actively in the performance review process
- To address the appraisal targets set by the line manager each Autumn Term
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To promote actively the Academy's corporate policies
- Act as a role model and set high standards and expectations of conduct and behaviour
- Promote positive values and good behaviour; deal promptly with incidents in accordance with policy
- Attend relevant meetings as required
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate
- To show a record of excellent attendance and punctuality
- To adhere to the Academy's Dress Code
- Support the academy's fire and emergency procedures by being familiar with the instructions for staff and students, located in all of the teaching areas, and take appropriate action should the need arise
- Retain the confidentiality of all aspects of academy life
- Comply with all decisions, policies and standing orders of the academy and Aspirations Academies Trust; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act
- To carry out any other reasonable requests as directed by the Associate or Executive Principal

General:

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Conditions of Service

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the AAT.