

Job Description

Job Title:	Exams Manager
Grade:	NJC SO1/2
Hours:	36 hours (1 FTE)
Location:	Sutton Centre
Department:	Exams
Responsible to:	MIS Manager
Last updated:	August 2023 Last evaluated:

OVERALL PURPOSE OF JOB

To take responsibility for the organisation and arrangement of the administration of the College's examinations and accreditation unit including management of invigilation.

MAIN DUTIES AND RESPONSIBILITIES

1. To take personal responsibility for ensuring the effective organisation, administration and day-to-day management of all aspects of examinations and accreditation schemes within the College to ensure tasks are prioritised and met.
2. To line-manage, supervise and direct the work of the Examinations Administrative Assistant and team of Invigilators.
3. To be responsible for organising accommodation and invigilation timetables and ensuring invigilators meet compliance requirements providing training as required by the exam boards.
4. To be responsible for setting up exam rooms and test centres and preparing all required documentation for exams/accreditation sessions as required.
5. To provide regular updates to Curriculum Managers on information regarding entries and assessment dates. Liaise with Curriculum Managers, curriculum support and tutors in all examination matters including the provision of new courses and award bodies.
6. To organise and maintain accurate statistical information and data and prepare and present written and statistical information that may be required from time to time.
7. To contribute to the identification of staff training needs in respect of examinations, accreditation and assessment.
8. To liaise closely with examination boards and awarding bodies and effectively communicate with College managers, tutors and Head of Centre as appropriate. Responsible for managing annual inspections from the exam boards.
9. To be responsible for managing the receipt and storage of exam and test papers securely in accordance with exam board regulations.

10. To prepare and issue internal entry forms to tutors and students.
11. To receive, collate and file College entry forms, including chasing progress as necessary and liaison with Centre staff.
12. To prepare and submit entries to examining bodies, involving processing of data, meeting award body deadlines and checking portfolios for correct units then claiming results on the exam board websites.
13. To respond to students and staff examinations queries keeping up to date with all changes in legislation and regulations and disseminating information to internal stakeholders as required.
14. To maintain all documentation, records and files from examining/accredited bodies including past papers and reports.
15. To receive and despatch course-work, marks and scripts to examining bodies and moderators, meeting required deadlines.
16. To receive disseminate and publish examination results, advising students of options accordingly.
17. To check and sign-off invoices from exam boards for payment and recording on a database.
18. To input results on the College MIS system including records for unitised course to include new partnership accreditation to be aware of learning aims and identify any that are incorrect and advise MIS team of changes.
19. To work with the ALS (Additional Learning Support) Manager with all processes relating to access arrangements.
20. To apply to Exam Boards for access arrangements using reports from the Additional Learning Support Manager for any subjects not covered by JCQ.
21. To produce exam related policies required by JCQ and Exam Boards using templates from the Exams office.

GENERAL DUTIES

22. To be responsible for Health & Safety issues in all areas of own work within the guidelines stated in the College Health & Safety policy.
23. To take responsibility for own professional development in consultation with Line Manager, and be proactive and willing to invest in own development subject to the availability of appropriate resources and job/organisational requirements.
24. To participate in the College continuous review (appraisal) scheme and work towards achievement and/or exceeding of targets set - including carrying out the formal appraisal of subordinate staff where appropriate.
25. To carry out all duties and responsibilities in accordance with all College Policies and procedures inclusive of Equal Opportunities, Safeguarding and Data Protection, core values, behaviours, maintenance of confidentiality and other relevant procedures.

26. To be a proactive and effective team member working flexibly and efficiently toward the achievements of the department targets leading to the overall College strategic targets.
27. To undertake any other such comparable duties as may be reasonably required by the Line Manager or his/her delegated deputy.

Responsibility for Resources:

- Storing of exam papers

Responsibility for supervision/management of people

- 1 x Assistant Exams Officer
- Team of Invigilators

TO BE COMPLETED BY THE JOB HOLDER

I agree the above job description:

Signature Job holder:		Date:	
Name of Job Holder:			

TO BE COMPLETED BY THE LINE MANAGER TO WHOM THE JOBHOLDER IS RESPONSIBLE TO:

Signature Line Manager:		Date:	
Job title:			

This job description is subject to regular review / update as necessary.

Person Specification

Job Title:	Exams manager
Last Updated:	August 2023

	<i>ESSENTIAL</i>	<i>DESIRABLE</i>	<i>HOW ASSESSED</i>
QUALIFICATIONS			
Level 2 (GCSE or equivalent) qualifications in English & Mathematics or willingness to obtain within the first 18 months of employment.	✓		A
Educated to at least level 3	✓		A / I
EXPERIENCE			
Experience of working in a post-16 educational organisation		✓	A / I
Successful track record of invigilating exams in a College environment and the ability to lead a team of invigilators		✓	A / I / T
Experience of managing and motivating staff		✓	A / I / T
Experience using UNITE exams manager or similar		✓	A / I / T
KNOWLEDGE, SKILLS & ABILITIES			
Working knowledge of examination boards, regulations and procedures	✓		A / I / T
Working knowledge of access arrangements and additional learning support		✓	A / I / T
The ability to manage budgets and meet financial targets.		✓	A / I / T
Strong organisational skills with an ability to manage a varied workload and meet deadlines	✓		A / I / T
Excellent literacy, numeracy and ICT skills with the ability to use a variety of computer packages including MS Office, Google Drive and management information systems	✓		I / T
Excellent communication skills including the ability to give and receive information / advice effectively to a wide range of audiences	✓		A / I / T
Excellent services to all customers with the ability to problem solve, use own initiative and conclude an enquiry with minimum supervision.	✓		A / I / T
PERSONAL / OTHER QUALITIES			
Ability to maintain confidentiality, act with integrity, uphold ethical values, including social responsibility, equality & diversity in line with the College PRIDE values	✓		A / I

	<i>ESSENTIAL</i>	<i>DESIRABLE</i>	<i>HOW ASSESSED</i>
Can demonstrate a commitment to safeguarding and PREVENT duty	✓		A / I
Commitment to own learning and development, with evidence of CPD	✓		A / I
Excellent interpersonal skills	✓		I
Commitment to teamwork, ability to work flexibly and under pressure	✓		A / I / T
An excellent team player with a willingness to contribute to the development of the College	✓		A / I

A = Application

I = Interview

T = Test