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| **Job Title:** Examinations Manager**Reporting to:** Director of MIS & Funding **Base:** The Roundhouse with travel to other campuses as required |
| **Hours** 37 hours per week, 52 weeks per year**Contract Type** Management**Holidays** 35 days per year; plus 6 College closure days per year where applicable and 8 statutory days **Salary** £42,000 to £45,000 per annum, dependant on experience |
| **Job Purpose**To lead the Examinations Team in developing and providing an excellent Examinations Service for all college students and staff. To be responsible for the administration of all academic and vocational examinations. To review, improve and implement systems and processes for exams and assessments and ensure examination processes are compliant with Awarding Organisation and JCQ regulations. |
| **Key Responsibilities*** Overall responsibility for the management and administration of all aspects of examinations and assessments for a large and complex multi-campus College.
* To manage the systems in the college ensuring the most efficient processes are employed to meet the requirements of the College and Awarding Organisations (AOs).
* To have an understanding of examination requirements for qualifications at all levels including Higher Education from a significant number of AOs, and to ensure adherence to relevant procedures.
* To lead on the timetabling and facilitation of a large number of examinations throughout the academic year, ensuring that appropriate locations and facilities are available.
* To provide appropriate guidance and support to internal stakeholders and ensure ease of access to examinations processes.
* To lead, monitor and allocate the workload of 8 Exams Assistants and Sessional Invigilators, ensuring that all staff receive training and appraisals as required.
* To take overall responsibility for Invigilation Training for wider teams within DCG.
* Lead on the recruitment of Sessional Invigilation staff to ensure that all examinations are appropriately staffed
* To liaise with Heads of curriculum and other curriculum staff as appropriate to ensure that both the needs of the curriculum areas are being met and areas are aware of the regulations, deadlines, procedures, and specifications of the AOs.
* To ensure examination regulations and processes are widely and effectively communicated to students and parents so they are both compliant with and aware of regulations and systems.
* To oversee all registrations, entries and claims ensuring awarding organisation regulations and deadlines are being met to avoid penalty fees.
* To work in partnership with the MIS team to ensure exams/achievement/funding data is accurately captured and reported across all aspects of the student journey in relevant systems.
* To liaise with the Regulation Manager in respect of qualification approvals, internal management of qualifications and claims, particularly where anomalies are identified.
* To be responsible for producing and communicating the yearly examination timetable including awarding Organisation/JCQ deadlines and publish this to all stakeholders.
* To be the initial point of investigation for any suspected student malpractice/maladministration working with the awarding organisations to ensure regulations are met.
* Develop, establish and maintain procedures/systems ensuring that JCQ/AO regulations are followed.
* To maintain accurate and up to date knowledge of AO regulations and procedures, and to ensure examination assistants are kept up to date with AO regulations and procedures as appropriate.
* Manage the collation of achievement information to ensure all student achievements and outcomes are processed accurately and efficiently in a timely manner.
* Coordinate the preparation and dissemination of student exam results ensuring they are shared in accordance with Awarding Organisation timescales.
* To maintain and be responsible for the confidential storage of exams information/material in accordance with Data Protection and JCQ/AO regulations.
* To oversee the dissemination of information about examinations to staff and students and to deal with queries and complaints in a timely and professional manner.
* Oversee the distribution of results/certificates to candidates in a timely and professional manner.
* Preparing all data, statistics and reporting relating to examinations including results/achievement reporting.

**General Responsibilities*** Promote and support the development of the College’s Equality and Diversity policies, procedures and practices as they relate to staff and learners.
* Develop effective contact, liaison, and working relationships with colleagues in the College.
* Maintain a good understanding of Agency Funding Rules which impact on data processing i.e. Education Skills Funding Agency and Awarding Organisations.
* To engage in professional development to ensure that professional contributions are up to date.
* Participating actively in the performance management framework, agreeing objectives, attending reviews and undertaking Staff Development as required.
* To provide a professional customer service to both internal and external customers.
* Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection.
* To undertake risk assessments for any new activity and to ensure risk assessment checks are carried out for any ongoing activity.
* Demonstrate flexibility in responding to changing demands in personal, team or College workload.
* To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

**Management responsibilities** * Responsible for implementing and monitoring College and individual department policies/procedures to ensure the health, safety and welfare of all persons within your area of control.
* Ensure that all persons within your area of control are provided with appropriate information, instruction, training and supervision so as not to compromise their health, safety or well-being
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| **Person Specification**  |
| **Competencies****Essential** * Strong communication skills across all levels within an organisation and externally
* Excellent interpersonal skills with the ability to develop and maintain professional relationships with internal and external stakeholders at all levels, to ensure key actions and deliverables are achieved
* Highly numerate with an eye for detail and confident in the use of statistical data
* Excellent IT skills with the ability to develop the skills of others
* An excellent leader with the ability to influence, negotiate and effect change
* Analyse data and produce reports and presentations for appropriate stakeholders
* An analytical and solution-focussed approach to problem solving
* Able to review and improve systems and processes to maximise performance
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| **Knowledge & Experience** **Essential*** Previous experience as an Exams Manager managing JCQ regulated qualifications from end to end
* Extensive knowledge of examination board requirements across a range of AOs and qualifications
* Significant experience of developing & managing examination procedures and systems
* Knowledge of AO confidentiality and reporting regulations
* Experience as a senior user of EBS Exams systems or similar
* Working knowledge of Pro Achieve or similar
* Managerial/Team Leader responsibility within an educational examinations department
* Experience of exacting administrative work, within an educational examination environment

**Desirable*** Understanding of funding in Further Education and the impact of data requirements on funding
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| **Qualifications****Essential*** Level 2 maths and English
* Full Driving Licence and use of own car

**Desirable*** Level 2 or above IT qualification
* Minimum Level 2 Management (ILM) qualification
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