



Job Description

Post:	Exams Manager and Data/Admin Assistant
Grade:	The Redhill Academy Trust Pay Scale, Band 8 £20,900 - £23,069 (fte) pro rata £18,054 - £19,928 (Actual salary paid)
School:	Brookfield Community School
Location:	Chatsworth Road, Chesterfield
Responsible to:	Assistant Headteacher (Data) /Business Manager
Weekly hours worked:	37 hours
Weeks worked per Annum:	40 weeks

Post Objective:

- To co-ordinate all public and internal examinations to ensure that entry procedures, fees, conduct of examination and results are efficiently and effectively dispatched.
- To offer additional support to the data manager and other admin duties.

Other Considerations:

- It will be necessary to work with information technology and associated systems and/where appropriate, existing technology agreements and consultative procedures will be applied, in accordance with relevant policies
- Attendance at school when GCSE and A Level results are released is a vital part of the role.

Duties and Responsibilities

1. To attend to the administration and organisation of examinations, under the guidance of a named Senior Leader within the regulations set by the examining boards. Including:
 - coordinating internal and external examination arrangements within school, ensuring that all proper security arrangements are undertaken and the examining bodies regulations and timetables are complied with at all times
 - monitoring and recording the receipt of examination paper from examining boards

- processing all entries for public examinations, checking accuracy and making amendments when required
 - identifying and making arrangements for examination clashes
 - organising examination rooms and producing and implementing seating plans for all examinations
 - timetabling internal examinations in conjunction with the named Senior Leader
 - managing and monitoring examination expenditure, checking accuracy of invoices
 - packing and posting examination scripts and coursework
 - coordinating access arrangement alongside the SENCO
 - arranging for appeals and reviews of marking when required
 - Recruitment, managing and training of Examination Invigilators.
 - undertaking the DFE table checking exercises to ensure accuracy of data
- 2 Preparation of awards and certificates for students attending the Y11 and Y13 Celebration evening, in addition to the issuing of invitations and monitoring of attendance.
 - 3 Make amendments to the staff handbook in relation to routine matters, referring the document to the SLT prior to going to print.
 - 4 Ensuring all policies related to examination are reviewed and up to date
 - 5 To offer additional support to the data manager and complete other admin duties when required
 - 6 To operate all computer based and manual administrative and clerical systems within the school in a secure manner and provide appropriate support for new systems to meet the delegated responsibility of the school under the Education Reform Act.
 - 7 To undertake relevant training associated with the role as and when required.
 - 8 To take part in the school's performance management/Development review system.
 - 9 To carry out any other duties within the overall function commensurate with the grading and level of responsibility of the job, as delegated by the School Business Manager.