

## Exams Manager

The Exams Manager holds a pivotal role in shaping the academic landscape of the academy, ensuring the seamless execution and strategic evolution of all examination processes. This leadership position is central to upholding the integrity of assessments and fostering an environment where every student can achieve their full potential. By expertly navigating regulatory frameworks and championing best practices, the Exams Manager significantly contributes to the academy's continuous improvement and the success of its learners.

### Core Purpose

The Exams Manager strategically leads and manages the academy's examinations function, ensuring the effective and compliant delivery of all external and internal examinations. This includes the comprehensive management of staff involved in the examinations process, the proactive development and meticulous implementation of examinations policies and procedures, and the insightful analysis of examination data to inform and drive academy improvement initiatives. This role is vital in maintaining the credibility of academic assessments and contributing to the overall success of our students.

### Key Areas of Responsibility

#### 1. Strategic Leadership and Management

- Provide visionary leadership and clear direction for the academy's examinations function, ensuring unwavering alignment with academy policies and Joint Council for Qualifications (JCQ) regulations.
- Develop, implement, and meticulously maintain robust examinations policies and procedures, guaranteeing full compliance and championing best practice across all stages of the examination lifecycle.
- Lead and supervise the dedicated team of Examinations Officer(s) and other integral staff involved in the examinations process, encompassing thoughtful allocation of duties, comprehensive training, and constructive performance management to foster a high-performing team.
- Strategically oversee the recruitment, in-depth training, and optimal deployment of invigilators, ensuring consistently adequate staffing for all examinations and maintaining the highest standards of conduct.
- Proactively manage the examinations budget, including precise forecasting of examination fees and the efficient, effective allocation of resources to support all examination activities.
- Cultivate and maintain strong, collaborative relationships with examination boards, the Senior Leadership Team, and other key stakeholders, fostering open communication and seamless cooperation.

## **2. Operational Management of Examinations**

- Oversee the intricate organisation and precise administration of all external and internal examinations, ensuring every stage, from entries and timetabling to rooming, invigilation, dispatch, and secure storage of materials, is completed with accuracy and efficiency.
- Masterfully manage the process of examination entries, ensuring absolute accuracy and strict adherence to deadlines, leveraging electronic data interchange where possible, and maintaining secure backup systems for all critical information.
- Oversee the comprehensive production of examination timetables for students, staff, and parents, proactively resolving any timetable clashes in collaborative consultation with the Senior Leadership Team (SLT).
- Guarantee the secure storage and meticulous handling of all examination materials, rigorously adhering to examination board regulations and steadfastly maintaining the absolute integrity of the examination process at all times.
- Skillfully manage the application process for access arrangements for students with Special Educational Needs (SEN), acting as a crucial liaison with the SEN Department to ensure appropriate and effective support is consistently provided.

## **3. Results and Reporting**

- Expertly manage the downloading, precise processing, and timely dissemination of all examination results, ensuring accuracy and prompt distribution to both students and staff.
- Oversee the meticulous production of student results statements and the comprehensive arrangements for Results Days, providing clear guidance and support to students and addressing any queries or appeals.
- Efficiently manage the process of examination appeals and the return of examination papers, ensuring scrupulous compliance with all examination board procedures.
- Insightfully analyse examination data to identify emerging trends, significant patterns, and key areas for improvement, producing comprehensive reports for the Senior Leadership Team and other vital stakeholders to inform strategic decisions.
- Develop and present an insightful annual report on the efficacy of examination arrangements, providing clear, actionable recommendations for future development and practice to continuously enhance the examination function.

## **4. Quality Assurance and Development**

- Continuously review the qualifications offered by the academy, ensuring they precisely meet the evolving needs of students and align seamlessly with the curriculum's strategic direction.
- Stay meticulously up-to-date with all changes in examination regulations and best practices, and effectively disseminate this critical information to all relevant staff, ensuring everyone is informed and compliant.
- Proactively identify and strategically implement improvements to examination processes and systems, consistently enhancing both efficiency and overall effectiveness.

- Deliver comprehensive and engaging training to relevant staff on examination procedures, systems, and regulations, empowering them with the knowledge and skills needed to excel.

## **5. General Responsibilities**

- Embrace and champion the academy's vision and values, fostering a positive, inclusive, and supportive environment for all students and staff within the examination context.
- Ensure equitable access and opportunities for all students and staff in every aspect of the examinations process, promoting fairness and inclusivity.
- Work collaboratively and effectively with colleagues across the academy and within the wider Leigh Academies Trust, sharing best practices and contributing to collective success.
- Undertake any other duties as reasonably directed by the Principal or Senior Leadership Team, demonstrating flexibility and a commitment to the academy's needs.



# Person Specification – Exams Manager

This section outlines the essential and desirable attributes for the Exams Manager role:

## Qualifications and Training

### Essential:

- Educated to GCSE level standard or equivalent (English and Maths A\*-C grade or equivalent)

### Desirable:

- A degree or equivalent professional qualification in a relevant field.
- Recognised qualification in project management or a related discipline.
- Certification in examination administration or a related educational management area.
- Evidence of ongoing professional development related to examination management and educational leadership.

## Knowledge and Understanding

### Essential:

- In-depth, comprehensive knowledge of examination regulations, policies, and procedures, demonstrating a mastery of the field.
- Thorough understanding of JCQ regulations and awarding body requirements, ensuring absolute compliance.
- Strong understanding of data analysis and reporting techniques, with the ability to extract meaningful insights to drive improvement.
- Sound knowledge of budget management principles, enabling effective financial oversight of the examinations function.
- Clear understanding of Special Educational Needs (SEN) and the intricacies of access arrangements, ensuring equitable support for all students.
- Comprehensive understanding of data protection legislation (e.g., GDPR) and its strict application within the educational and examination context.

### Desirable:

- In-depth knowledge of project management methodologies, enabling efficient planning and execution of complex examination cycles.
- Extensive knowledge of relevant software and Management Information Systems (MIS) crucial for modern examination management.

- A profound understanding of educational assessment principles and their intricate relationship with curriculum design and delivery.
- Familiarity with national educational policies and trends impacting examinations.
- Understanding of quality assurance frameworks in an educational setting.

## Experience

### Essential:

- Significant and demonstrable experience in a senior administrative or management role within an educational setting, with a primary focus on examinations.
- Proven, hands-on experience of managing the end-to-end examinations process, from initial entries to final results dissemination.
- Extensive experience of analysing complex data and producing clear, insightful reports for a diverse range of audiences, including senior leadership and external stakeholders.
- Demonstrable experience of developing and successfully implementing effective policies and procedures within a regulated environment.
- Proven experience of utilising MIS and examinations-related software to streamline operations and enhance efficiency.

### Desirable:

- Substantial experience of managing and leading a team, fostering professional growth and high performance.
- Experience in strategic planning and contributing to the overall development of an educational institution.
- Proven track record of successfully managing and implementing change initiatives within a complex organisational structure.
- Experience in stakeholder engagement and building strong relationships with internal and external partners.
- Experience of presenting to large groups and delivering impactful training sessions.

## Skills and Abilities

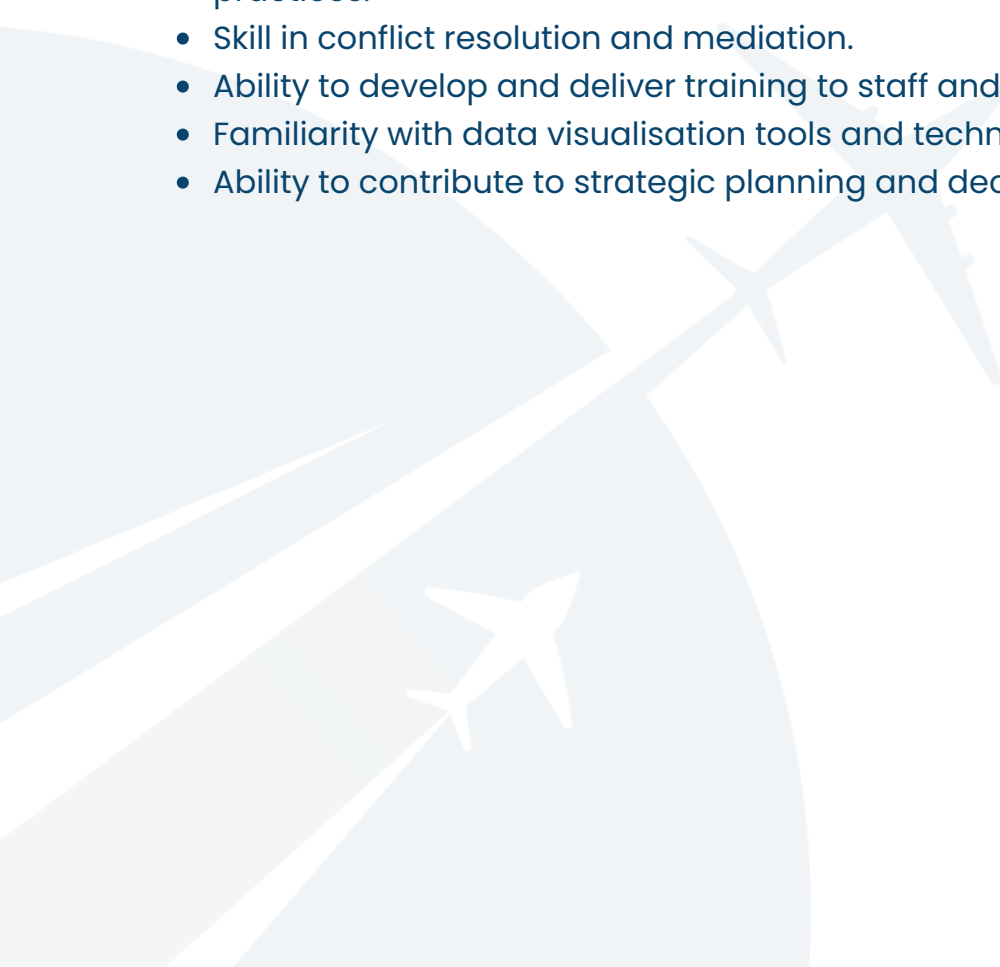
### Essential:

- Exceptional organisational and time management skills, with the ability to prioritise tasks, manage multiple projects, and meet deadlines in a fast-paced environment.

- Meticulous attention to detail and a high degree of accuracy in all work.
- Strong communication (written and verbal) and interpersonal skills, with the ability to convey complex information clearly and concisely to diverse audiences.
- Ability to work calmly and effectively under pressure, particularly during peak examination periods.
- Ability to maintain strict confidentiality and handle sensitive information with discretion and professionalism.
- Ability to work both independently and collaboratively as part of a team, fostering a positive and supportive working environment.
- Proactive approach to problem-solving, with the ability to identify issues, develop solutions, and implement improvements.
- Commitment to ensuring equal access and opportunities for all students, with a focus on providing a fair and equitable examination experience.
- Excellent IT skills, including proficiency in the use of relevant software and databases.

**Desirable:**

- Ability to train and support other staff in examination procedures and best practices.
- Skill in conflict resolution and mediation.
- Ability to develop and deliver training to staff and students.
- Familiarity with data visualisation tools and techniques.
- Ability to contribute to strategic planning and decision-making.



## Personal Qualities

The Exams Manager will exhibit **exceptional leadership** and **management skills**, inspiring their team to excel. They will possess **outstanding communication, interpersonal, and presentation abilities**, ensuring **effective stakeholder engagement**. Strong **analytical, problem-solving, and decisive decision-making skills** are essential, even under pressure. The ideal candidate will demonstrate **excellent organisational** and **time management** skills, meticulously managing **multiple priorities** and **consistently meeting deadlines**. An unwavering **commitment to accuracy and confidentiality**, combined with **robust ICT skills**, is paramount. Desirably, they will also contribute strategically to academy development, effectively manage change, and foster a culture of academic excellence.

## Safeguarding of Students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

