



Haileybury

Job Description

Job Title	:	Examinations Manager
Responsible to	:	Deputy Head (Academic)
Department	:	Exams Office
Last reviewed	:	February 2021

Job Outline and Purpose:

The Examinations Manager is an important and significant role in the academic area of the school. The post holder will have a primary responsibility of ensuring the smooth running of all A-Level and GCSE examinations, including compliance with all regulations laid down by the awarding bodies. They will also be required to support the administration of the IB programme as required.

It is essential that the job holder is able to work well under pressure, and is able to meet deadlines whilst still maintaining a high level of accuracy.

The nature of a 24hr a day, 7 days per week boarding school require staff to work flexibly and as the School is used by pupils at weekends, which are also the time most parents visit the School, there may be a requirement for the job holder to work early mornings, evenings and weekends.

Duties:

The post-holder will:

- interview, train and organise the School's team of external invigilators
- ensure pupils are entered for examinations correctly
- work with the Examinations Officer and Heads of Departments to ensure that all records, paperwork and submissions are compliant
- draw up an examination timetable to include invigilation and room allocation, for both A-Level and GCSE public examinations, which will require significant strategic oversight
- take responsibility for the smooth running of all examinations and provide appropriate response to any incidents likely to interfere with this
- advise parents and pupils of the operation of the examination process including re-marks
- use technology (including the ISAMs database) to enhance the efficiency of the Examinations Department
- ensure that appeals against examination results are lodged with the appropriate examinations boards in a timely fashion
- ensure that accurate records of entries for billing purposes, and results, for pupil records, are kept
- maintain a close working relationship with the Examination Boards
- work with the Oxbridge Co-ordinator to ensure that Oxbridge entrance examinations are set up and administered correctly.
- work with the Overseas University Admissions Advisor to explore the operation of the school as an SAT and IELTS test centre
- support the IB Administrator as and when requested
- receive and deal with all correspondence, including telephone calls and e-mails, in an appropriate manner
- complete all duties will be effectively, efficiently, accurately and within allocated deadlines
- remain up to date with all appropriate practices, procedures and regulatory requirements within your allocated areas of responsibility

- in conjunction with the Deputy Head (Academic), design and implement efficient and effective working systems and to review and improve such systems over time, as required
- ensure that all work is supported with a transparent paper trail i.e. supported by an appropriate filing system which contains clear and accurate working papers
- establish and maintain effective communication channels and efficient/effective working relationships with other members of the department, College personnel and College customers
- keep the management team up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame
- use of appropriate computer software and equipment and facilities in order to complete duties in the most efficient and effective way including accounting packages, word processing packages, spreadsheets, databases, etc
- undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

Person Specification

Experience

- Previous experience and a track record of delivering in a similar role
- Experience of a busy and sometimes pressurised office environment
- Considerable secretarial/word processing skills with advanced computer literacy, including but not limited to ISAMs and knowledge of MS Excel, Word and Outlook

Skills

- Ability to build strong relationships with both staff and parents
- Good level of computer literacy, particularly Outlook, Word, Excel & Powerpoint
- Accurate with an eye for detail
- Ability to resolve complicated situations, manage sensitive issues and use discretion where necessary
- Excellent communication skills with all relevant client groups, both internally and externally
- Ability to understand and operate within a school environment
- Well organised with the ability to prioritise work to deadlines and under pressure
- Ability to work in a way that promotes the safety and wellbeing of children and young people
- Ability to maintain confidentiality with tact, diplomacy and discretion
- Ability to work in a team and individually, using own initiative
- Flexible with the ability to adapt to changes to work schedules
- Good numeracy and literacy skills
- Confident, self-motivated and proactive
- Enthusiastic with the ability to learn
- Honest, polite, reliable, resourceful, flexible, punctual and committed

Qualifications

- A good standard of education

Child Protection at Haileybury

Though this role does not require the direct supervision of pupils, in addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at Haileybury

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.