

Job Specification

Job Title: Examinations and Timetabling Manager

Grade: 8

Job Evaluation Code:

**Reporting to:
Headteacher**

Manager's Grade: Leadership

Location: Kettlethorpe High School

Service Area: Schools

Service Directorate: Family

Workstyle: Work Based

Overall Purpose of the Post:

Responsible for examinations (assessment) for accreditation and to audit staffing needs and prepare teaching timetable for 100+ teachers and individual pupil timetables for 1600 pupils.

	Essential	Desirable
Qualifications/ Training	<p>Degree Level qualification or equivalent, for e.g. professional accreditation linked to occupational role</p> <p>Related ICT: Application software and whole school MIS evidence of related training/CPD</p>	
Knowledge/Skills	<p>IT literate and high level skills and knowledge of management information systems, Excel and Word (or equivalent) and knowledge of a range of software packages used for data analysis</p> <p>Knowledge of formula writing for data processing and data analysis</p> <p>Knowledge of school information systems</p> <p>Knowledge of school target setting procedures</p> <p>Competent computer user with ability to create and maintain in-house systems</p> <p>Effective verbal and written communication skills and listening skills to command the confidence of other professionals across various agencies</p> <p>Effective team player and ability to work effectively with people at all levels</p> <p>To line manage members of the admin team on aspects of reports/data/exams/database/tracking</p> <p>Good organisational skills and the ability to prioritise conflicting demands and deal with unanticipated problems appropriately to meet deadlines</p> <p>The ability to analyse complex data</p>	

	<p>scenarios and devise and present solutions in varied formats Ability to work with external agencies to provide whole school solutions to data and database problems</p> <p>To work and respond to unexpected demands within the framework of the establishment</p> <p>Train others and promote/share good practice</p> <p>Professional approach when dealing with internal and external parties</p> <p>Knowledge of examinations and associated administration</p>	
Experience	<p>Experience of working in a school/education environment</p> <p>Experience of research and information gathering</p> <p>Experience of producing data returns</p> <p>Experience of assisting with timetables or equivalent</p> <p>Experience of working with external agencies</p>	<p>Experience of SERCO/Facility (full training will be given)</p> <p>Experience of administering examinations</p> <p>Experience of working with pupils aged 11-16</p>
Physical Skills	Keyboard skills	
Competencies and other skills required	<p>Time Management</p> <p>Ability to prioritise</p> <p>Decisive problem solving</p> <p>Effective forward planning</p> <p>To be flexible and creative</p>	

Key Outcomes/ Activities

Examinations:-

To take direct responsibility for all aspects of whole school examinations and to supervise and lead support staff in school and seasonal invigilation teams. This includes recruitment, retention and training.

Establish and lead and train invigilation with examinations and modular testing throughout the year and establish a timetable for invigilation.

Maintain Procedures for Examinations within school to JCQ specifications.

Ensure that all Examination rooms meet the above specifications, seating, spacing and appropriate notices.

Be responsible for the regular Inspections from JCQ of our Examination Systems.

Attend regular meetings of Examination Officers throughout the year.

Responsible for registering candidates for public examination in accordance with the instructions issued by the relevant examinations boards and in line with published deadlines (to avoid financial penalties) in liaison with Heads of Departments.

Collect exam entry information through Heads of Department for each subject and liaise with students and tutors to produce accurate statements of exam entry.

Liaise with Team Leaders, pupils, parents and examination board representatives.

To manage all appeals and complaints in relation to examinations.

Be responsible for receiving, checking, collating and storing securely all public examination papers, reporting any discrepancies to the relevant exam board: maintain secure storage facilities.

Design and manage all timetables for examinations, to sort any clashes and make appropriate provision for students.

Responsible for organising any 'Access' exam arrangements for pupils as required (readers, scribes etc) liaising with the SEN department. Apply for Special Consideration for injured or pupils who may have missed components with a valid reason

Responsible for the 'Downloading' of examination results throughout the year. (This includes 2 Days in August.)

Print and Publish Examination Results to Students at the appropriate time in the year.

Maintain accurate records of the above results and maintain a secure system for storage of Examination Certificates

Responsible for and respond to whole school requests for Re-marks and Re-moderation. Inform students of 'outcomes' of the above.

To provide department/whole school statistical feedback for use by the Data Manager and the Senior Leadership Team.

Timetable:-

Responsibility (working with SLT) for whole school timetabling using Facility.

Liaise with the school's 'Facility Manager' to create appropriate data set for each timetable.

Responsible for creating and maintaining the timetable following its design with senior staff.

Liaise with Heads of Department to ensure their needs are met by the school Timetable

Ensure that day to day adjustments are made as required

Responsible for the production of individual pupil timetables for the start of the academic year and for any new arrivals to the school during the year. Lead the admin team in the production of pupil timetables prior to first day entry in September.

The creation of teaching groups/classes from the facility system

Responsible for producing teacher timetables, planning PPA, managing 'free rooms',

Responsible for production of the Whole School Timetable in print version for internal use and visitors.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

Employees (Supervision):

Admin Officer x 1 (Gd 6)

To recruit, train and manage a team of casual invigilators who are responsible for the administration and supervision of both Public and Internal examinations

Casual Exam Invigilators (x14)

Financial:

Examination entries and related fees: Planning and review of expenditure linked to school budget: £150,000

Physical:

Responsibility for the storage and distribution of examination papers and for ensuring that the completed papers are sent off to the appropriate marker or Examination Board.

Customers and Clients:

Parents/Carers

Working Conditions:

Office based

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. An Enhanced CRB Disclosure

Date completed: September 2011