

# THE RIPLEY ACADEMY

## JOB DESCRIPTION



### INTRODUCTION

**NAME OF POST HOLDER:**

<b>Post Title:</b>	<b>Exams Manager and Assistant to the School Services Director</b>
<b>Salary:</b>	<b>NJC Scale 6 points 18-22</b>
<b>Hours/Weeks:</b>	<b>37 hours per week / 40 weeks per year</b>
<b>Times:</b>	<b>Negotiable – between 7.45am – 4pm</b>
<b>Responsible to:</b>	<b>School Services Director</b>

<b>Principal Role</b>	<ul style="list-style-type: none"> <li>To be responsible for the management and coordination of the whole school exam function to ensure an efficient exam process is in place and on budget.</li> <li>To support the School Services Director in all aspects of their role including HR administration and other related administration tasks</li> </ul>
<b>Professional Responsibilities</b>	<ul style="list-style-type: none"> <li>To provide an orderly and efficient environment for pupils and teachers.</li> <li>To work with flexibility to contribute to the smooth operation of the school.</li> <li>To promote and support implementation of the school's aims, policies and values.</li> </ul>
<b>The postholder will be required to</b>	<ul style="list-style-type: none"> <li>Work flexibly in supporting the day to day organisation and management of the school.</li> </ul>
<b>Main Core Duties</b>	<p><b>Examinations Manager</b></p> <ul style="list-style-type: none"> <li>Ensure accurate input, manipulation, management and dissemination of all school examinations entries, to agreed/published and relevant timeframes.</li> <li>To oversee the work of the Exam Assistant to ensure functions are running effectively and to liaise with relevant members of the Leadership Team to make improvements where suggested or possible.</li> <li>Overall responsibility for the maintenance and operation of the schools MIS and associated records including liaison with external bodies and staff training.</li> <li>Responsible for the coordination, administration, management and dissemination of accurate data for school based assessments and reports for parents. Also to include statistical analysis and logistical arrangements for review days and student assessments.</li> <li>Work with SLT to provide an annual Data and Exam plan to identify pressure points and factor this in to other team member's workloads.</li> <li>Responsible for the effective dealing of all issues associated with school based and external exams, assessments and tests.</li> <li>Arrange and manage attendance of the Invigilators and use of</li> </ul>

	<p>school rooms for examinations.</p> <ul style="list-style-type: none"> <li>• Monitor budget of Invigilators</li> <li>• Regular updating of knowledge and policies relating to Examinations procedures.</li> <li>• Attend on school on results days in August and on the day prior to results days</li> </ul> <p><b>HR Operational Assistant</b></p> <ul style="list-style-type: none"> <li>• To ensure that all HR policies are observed and implemented consistently.</li> <li>• Deal with general day-to-day HR queries and issues.</li> <li>• Responsible for logging planned and unplanned absences in line with the Trust's Leave of Absence and Managing Attendance policies.</li> <li>• Arranging and monitoring Occupational Health appointments.</li> <li>• Ensuring appropriate details are forwarded to the central HR department.</li> <li>• Maintenance of individual staff information both within the individual personnel files and on the Management Information System and other relevant systems.</li> <li>• Support administration of the recruitment process ensuring the recruitment process is done under the terms of the Safer Recruitment in Schools Guidance.</li> <li>• Completion of offer letters, contracts, contract variation letters etc for both new and existing members of staff.</li> <li>• Administration tasks as directed by the School Services Director.</li> </ul>
<p><b>Generic Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Contribute to and support the school ethos and represent the school in a welcoming and professional manner at all times.</li> <li>• To support the effective running of the school on a day-to-day basis.</li> <li>• To comply with the requirements of all EMET and school policies.</li> <li>• To be responsible for your own professional development and attend training where required.</li> <li>• Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.</li> </ul>

Signed:.....Staff

Date:.....