

Line Manager: Student Services Manager

Job purpose

To be responsible for assisting with and maintaining the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process.

The list of accountabilities and duties in this job description should not be regarded as exclusive or exhaustive. Please note that, in consultation with an employee, the school reserves the right to update their job profile to reflect changes in, or to, their post.

Key accountabilities

- To be responsible for assisting with and maintaining the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process
- To support the Examinations Manager in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times
- To ensure examinations are conducted in accordance with regulations
- Through taking an ethical approach and working proactively to avoid malpractice among students, supports the Examinations Manager in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after examinations have taken place

Specific duties

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Ensure all exam accommodation is prepared in accordance with the requirements
- Manage unexpected issues/irregularities which may affect the conduct of examinations
- Support the Examinations Manager in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies
- Support students with specific requirements agreed by the Examination Boards
- Support emergency access arrangements for eligible candidates as the need may arise during exam time
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements
- Undertake training, update or review sessions as required
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Examinations Manager, for example:
 - the preparation for and conduct of internal examinations under external examination conditions
 - other exams-related administrative tasks
- To participate fully in the delivery of the Personal Development Curriculum, leading events as required
- To take responsibility for your own wellbeing
- At the discretion of the Headteacher, to undertake other activities from time to time agreed to be consistent with the nature of the role

Data Protection

Employees will be responsible for ensuring that workplace responsibilities within the school are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

Health & Safety

To ensure an effective and safe environment that promotes the welfare of children and employees, will take responsibility to be aware of the risks in the work environment and their potential impact on their own work and that of others. Employees should familiarise themselves with the School's Health and Safety policies.

Equality and Inclusion

The school believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation. The school has a number of policies to support this commitment that employees should ensure they are familiar with and compliant to. Any breaches may lead to termination of employment.

Sustainability and Environment

Mayfield School is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional, and local environmental issues. Employees are required to support these aims.

Right to Work

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK.

Safer Recruitment

Mayfield School is committed to safeguarding and promoting the welfare of children and young people and expect all employees to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

In line with 'Keeping Children Safe in Education,' the school will carry out an online search as part of our due diligence on shortlisted candidates. This may help to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

New employees will be required to apply for Disclosure Service certification as part of the school's employee recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.gov.uk/dbs. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.