

## **EXAMINATIONS MANAGER**

**Salary:** £26,470 to £33,136 (Grade 4)

**Hours of work:** 36.5 hours a week all year round. Annual leave must be taken during school holidays.

**Required for:** ASAP

**Closing date for applications:** Monday 21 January 2019

### **The Role:**

In a school of 1,700 students, including a very successful Sixth Form, managing examinations is a busy and complex operation.

Together with a full time assistant, you will be responsible for all aspects of internal and external examinations, from registering entries to producing exam timetables, organising exam rooms, managing a team of casual invigilators, monitoring compliance with exam board protocols at every stage, providing advice to Directors of Subject and senior leaders and analysing data.

We already have excellent and well-established systems in place which have ensured the smooth running of exams for many years. Due to the relocation of our current Exams Manager, who has been with us for the last 9 years, this opportunity has become available for another experienced Exams Manager.

### **The Candidate:**

You must have experience and specialist knowledge of managing the exams process and of exam board protocols. You will be a highly organised professional administrator who is able to work with high levels of independence. You will be an excellent communicator. You will be willing to work flexibly and able to plan thoroughly and well ahead, ensure all deadlines are met, confidently provide accurate and timely advice and support to Directors of Subject, and able to ensure the smooth running of a large scale, deadline-driven, complex admin process.

Great Barr Academy is known for its excellent team ethos so you will be an excellent team player who is willing to go the extra mile to ensure that things go to plan. You will be able to remain calm under pressure and solve problems quickly and independently.

### **How to Apply:**

For informal discussions, please contact Steven Forster, HR Manager, on 0121 366 7825 or email at [s.forster@greatbarr.bham.sch.uk](mailto:s.forster@greatbarr.bham.sch.uk).

Application forms & further details available to download from our website at <http://greatbarracademy.org.uk/>

**Please submit all electronic applications only by email to the address below. Applications must be made using the Academy's application form.**

To apply for this job, please download and either save or print the application form. You should read the Guidance Notes before completing your application. Once you have completed your application, there are three ways you can send it to us:

1. Email your application form and covering letter to **[secretariat@greatbarr.bham.sch.uk](mailto:secretariat@greatbarr.bham.sch.uk)**
2. Physically hand in your application form and covering letter into Reception.
3. Post your application form and covering letter to Mrs I Abrahams, Headteacher, at the address below.

Great Barr Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.