

# Examinations Manager (Job Share)

Applicant Pack



Outstanding Achievement for All

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## The vacancy

### Post advert

<b>Deadline for applications:</b>	11.59pm on 2 September 2025
<b>Interviews to be held:</b>	Week beginning 8 September 2025
<b>To start:</b>	ASAP

This is an exciting time to join Chorus Education Trust working at Silverdale School. We are seeking a part-time Exams Manager to work Monday and Tuesday Full Day & Wednesday Morning, who ideally (but not essential) is experienced in the use of Arbor MIS. The successful candidate will be flexible, have exceptional organisation skills, team management experience and be a competent and effective Exams professional.

If you want to be part of an enthusiastic and hard-working team, join an innovative growing Trust and school, with a forward-thinking Senior Leadership Team, and staff who are passionate about improving the life chance of young people, then please apply using the details below.

### Role summary

<b>Post title:</b>	Examinations Manager	
<b>Profile:</b>	BS3.5	
<b>Grade:</b>	6	
<b>Grade spinal point range:</b>	SCP 21 to 26	
<b>Salary:</b>	£32,115 - £36,124 (pro rata £14,519 - £16,331)	
<b>Accountable SLT post:</b>	Business Support Services Manager	
<b>Line manager (if different):</b>		
<b>Staff to be supervised or line managed by post holder:</b>	Examinations Team including exam invigilation staff	
<b>Post holder will work with:</b>	Students, School Senior Leadership Team, Other Teaching and Support Staff	
<b>Holiday and sickness relief:</b>	By and for business and operations support staff	
<b>Purpose of post:</b>	To manage all aspects of the internal and external examinations administration process for the school	
<b>Version revised:</b>	October 2021	
<b>Contract:</b>	Permanent	18.5 hours/41 weeks

## Job description

The post holder must at all times carry out his/her responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

### Specific duties and responsibilities

To be responsible for the maintenance and development of examinations systems and processes to the standards required by the school, appropriate examinations boards and key stakeholders. This will include, but not be limited to:

- Liaise with senior staff, exam boards and other parties in all examination related matters, this includes internal and external exams.
- Act as first point of contact for student and parents in respect of all queries and problems relating to examinations.
- Production and distribution of examination timetables.
- Ensure entries and amendments are entered into the information and management system and communicated to relevant boards.
- Recruit, train, supervise and manage all staff directly involved in the administration and invigilation of examinations, including line management, staff development and appraisal.
- Ensure that clashes, transfers, changes to times, etc. are efficiently administered.
- Day to day preparation of examination rooms.
- Receipt and security of examination papers, stationery, and materials.
- Ensure all correspondence is dealt with appropriately and recorded when required.
- All examination administrative procedures regarding pupils with special arrangements and considerations.
- Management of the school budget for examinations including recharges of exam fees to pupils where appropriate, and submitting income received to finance office.
- Ensure controlled assessment marks and predicted grades are recorded and communicated as appropriate.
- Lead and manage the administration of examination arrangements for other qualifications, including those done in cooperation with other centres locally and nationally.
- Organise both internal and external examinations at off-site venues where appropriate.
- Manage and administer On-Line testing of exams. Liaise with technical staff to ensure correct tests are downloaded.
- Attend conferences and training regarding national testing developments and examination procedures. Feedback the information/training to other staff as appropriate.

- Manage all the arrangements for receipt and distribution of examination results including compilation of statistics for senior staff and school publications.

## Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

## Changes to these duties

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

# Person Specification

Job Title: Examinations Manager

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Working knowledge of exams regulations	✓		A / I
High level IT skills in Microsoft Office: Word, Excel, PowerPoint plus email and the web, and exams systems	✓		A
Working in a busy environment with many priorities and conflicting deadlines.	✓		A / I
Team management experience including supervision, appraisal and disciplinary procedures		✓	A / I
Experience of managing exams budgets		✓	A / I
Experience of working in Education	✓		A
<b>Qualifications</b>			
Good level of literacy and numeracy e.g. GCSE Maths and English or substantial relevant experience.	✓		A
Degree		✓	A
<b>Other skills</b>			
The ability to take charge and manage a team and assist them in prioritising and organising their tasks	✓		A / I
Ability to work under pressure and manage conflicting deadlines and priorities	✓		I
Excellent record keeping, information retrieval and dissemination of data/documentation	✓		A
Flexible and responsive to changing needs	✓		I
Evidence of working in an environment where experiences include taking initiative and self-motivation	✓		A / I

Proactive, organised and methodical, with an ability to grasp detail and complexity and reach appropriate resolutions	✓		I
Demonstrate attention to detail and good listening skills	✓		I
Ability to work independently and as part of an effective team	✓		A
Ability to collate, interpret and analyse data effectively and accurately	✓		I
Ability to appropriately deal with confidential or sensitive information	✓		I
High level of personal and professional commitment	✓		A / I
Flexible approach to duties and to working hours, to ensure examinations run smoothly	✓		I
<b>Interpersonal skills</b>			
Strong interpersonal skills with the ability to motivate/influence others to ensure deadlines are met	✓		A / I
Ability to build excellent partnerships with a wide range of colleagues and examining bodies	✓		I
Enjoys working with young people	✓		I
Good written and oral communication skills	✓		A / I
Maintains standards set by the organisation	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

## Silverdale School & Sixth Form

Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of Chorus Education Trust. Silverdale has 1,450 students on roll including 450 in Silverdale Sixth Form. In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.



Silverdale has an excellent record of student achievement at both key stage 4 and key stage 5. At our heart is one of the country's original teaching school hubs, the South Yorkshire Teaching Hub, which includes the Sheffield Teacher Training Alliance and National Modern Languages SCITT.

At Silverdale, we benefit from a new building with excellent facilities, which was expanded in 2023 to provide further state of the art teaching facilities and a dedicated Sixth Form centre.



In addition to trust-wide benefits for all staff, those at Silverdale School also have access to:

- Supportive and friendly staff and leadership team.
- Free staff parking.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.

You can view the school website at: [www.silverdale.chorustrust.org](http://www.silverdale.chorustrust.org).

## Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



A **collaborative environment** encouraging knowledge sharing and support.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



**Career progression** opportunities within a growing, local trust.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Access to discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.



Term-time only contract postholders have the freedom of having **school holidays** off.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).

## To apply

- Full application pack and application forms available from: [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies)
- Completed application forms are to be sent to: Katie Beasley (HR Administrator) at: [recruitment.silverdale@chorustrust.org](mailto:recruitment.silverdale@chorustrust.org)
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on 2 September 2025.
- Interviews to be held: week beginning 8 September 2025.

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at [www.chorustrust.org/policies](http://www.chorustrust.org/policies).

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.