

# NEW MILLS SCHOOL

## JOB DESCRIPTION

**Job Title:** Exams and Marketing Manager

**Job Code:** ASCH010

**Grade/Scale:** G8 PP12-15

**Hours/FTE:** 37 hours per week / 41 weeks pa (Term Time plus 2 weeks)

**Responsible to:** Deputy Headteacher/School Business Manager

### Main Purpose of the Job:

- To provide a smooth, efficient and secure administration of all external and internal examinations within the school.
- Ensure the integrity of all examination processes, manages exam entries and results, oversees invigilator recruitment, and ensures full compliance with JCQ and awarding body regulations.
- To work closely with the Data Manager and provide administrative support to the school.
- To lead all marketing and communications across the school.

### Key Responsibilities

- Manage the full cycle of all public examinations (GCSE, BTEC, CATS tests) and all internal exams across all year groups.
- To check and validate all examination entries prior to entry within the timescales set by the examination boards by working closely with the Heads of Departments and Faculty Leads.
- Coordinate and publish detailed timetables for all internal and external exams, ensuring students and staff are clearly informed
- Manage and administer mock exams and internal assessment windows, including rooming, invigilation, and access arrangements.
- Ensure appropriate arrangements for students with approved access arrangements, liaising closely with the SENCo and relevant staff.
- Oversee the receipt, storage, and dispatch of all examination materials, ensuring strict adherence to JCQ security requirements.
- Supervise the distribution of results and certificates to students and ensure any post results services (e.g. reviews, re-marks, appeals) are handled correctly and promptly.
- Maintain an up-to-date understanding of JCQ and awarding body regulations, ensuring full compliance in all examination activities.
- Ensure all relevant examination policies are reviewed and updated regularly, in consultation with senior leaders.
- Act as the school's main contact for JCQ inspections and awarding body audits, ensuring all documentation and procedures meet required standards.
- Recruit, train, and manage a team of invigilators to ensure sufficient cover for all internal and external exams.
- Organise training for invigilators, ensuring they are familiar with JCQ regulations and the school's safeguarding procedures.
- Prepare detailed invigilation timetables and allocate staff accordingly.
- Manage invigilator rotas, attendance, and payroll records.
- Maintain accurate records and databases using the school's MIS and examination software.

- Produce reports, analyses, and statistical summaries of examination entries and results by working closely with the Data Manager.
- Support senior leaders in evaluating exam performance trends and outcomes.
- Check and verify all invoices from examination boards for accuracy, resolve any discrepancies, and ensure they are processed and paid promptly in line with school financial procedures.
- Contribute to the annual review and updating of all exams-related policies and procedures.
- Attend relevant training, briefings, and networking events to stay up to date with changes to regulations and best practice.
- Provide administrative support to other school functions during quieter examination periods, as directed by line management.
- To organise and lead on presentation evenings.
- Develop compelling content, manage high-quality prints/publications, and ensure consistent and engaging messaging across print, digital and social platforms.
- Lead on a variety of communications projects, campaigns, and events that connect with and inspire both current and prospective members of the school community.
- Production of print and digital newsletters, and email communications including writing copy
- With Admissions, co-ordinate the production of marketing materials and onboarding material for prospective and joining families – e.g. new joiners packs, option booklets.
- Write, edit and source high-quality content and imagery to reflect the school's brand and values.
- Create and deliver an impactful social media marketing plan.

### **General Responsibilities**

- To provide cover for the Data Manager in the event of an absence.
- To work closely with the Office Manager, assisting in the management and administration of cover for absent teachers when needed.
- To be a trained First-Aider.
- To provide cover for Reception at lunchtimes as required.
- To perform duties, including lunch duties and attend meetings as required.
- To participate in the School's performance management scheme.
- To undergo in-service training where required.
- To comply with the school's Health and Safety policy and contribute to risk assessments as appropriate.
- To observe and implement current school policies and good practice.
- To contribute to the overall ethos, vision and aims of the school.
- To carry out such particular duties as the Headteacher may reasonably direct.

**Note:** This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Post holder's signature:

Post holder's name:

Date: