

**EXAMINATIONS MANAGER**  
**FULL-TIME, TERM TIME ONLY + 1 WEEK**

**HALL GREEN SCHOOL (AN ACADEMY)**  
**SOUTHAM ROAD**  
**HALL GREEN**  
**BIRMINGHAM**  
**B28 0AA**

**Posted:** Thursday 5 December 2024  
**Dates:** Apply by 9.00 am, Tuesday 7 January 2025  
**Salary:** Grade 3, Point 15-22 £29,093.00 - £32,654.00  
(Actual £26,185.00 - £30,060.00) (Salary may be negotiable for the right candidate)  
**Location:** Birmingham  
**Contract Type:** Full Time, Term Time only (+ 1 week)  
**Contract Term:** Permanent  
**Organisation type:** Mainstream with Resource Base  
**Phase:** Secondary  
**Funding status:** State Converter Academy since February 2012  
**Gender:** Mixed

We are seeking an inspirational and motivational Examinations Manager with the drive, commitment and creativity to support us in providing the best possible opportunities for our pupils. You will be a well organised individual with good administrative, communication and IT skills. Salary may be negotiable for the right candidate.

Hall Green School is a very popular, heavily oversubscribed and academically successful 11-16 Converter Academy. We are a highly diverse institution, both ethnically and as a fully accessible mainstream school, attracting pupils from across the city with physical disabilities. We have wonderful pupils who fully contribute to the school's 'caring, nurturing and inclusive culture' described by Ofsted (2019) as 'a welcoming and inclusive school' where 'pupils are happy, and they achieve well' and the 'positive relationships between pupils and staff are a hallmark of the school'.

You will be working 36.5 hours per week excluding a 30 minute lunch break – Monday to Friday, term-time only + 1 week.

We are seeking a colleague:

- To ensure the administration, organisation and smooth running of all examinations.
- To be responsible for examination entries for external exams to the examination boards for public and GCSE exams.
- To liaise with Heads of Department and KS4 Coordinators on entries.
- To be responsible for disseminating information about public exams to staff pupils and parents.
- To liaise with staff, parents, pupils and to deal with complaints and queries about public examinations including 1 to 1 meetings with parents.

- To be responsible for handling and to ensure the security of examination papers as they arrive.
- To recruit, interview, manage and lead a team of invigilators.

Most importantly, we are looking for a candidate who shares the school's approach and commitment to the success and wellbeing of its young people. You are warmly invited to speak to the Deputy Headteacher (Raising Standards) and to make an appointment to visit the school in action.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak and write fluently in English is an essential requirement for this role.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

I strongly recommend you visit the school to meet us and find out more about the role. Please contact my PA, Mrs Paula Elliott, to arrange a convenient time.

Hall Green School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment. If you are shortlisted online searches may be carried out as part of due diligence checks (i.e. Google and Social Media Platforms). The successful applicant will be subject to the following checks: enhanced DBS, Childcare Disqualification (where applicable), a prohibition from teaching (where applicable), qualifications (where applicable), medical fitness, identity and right to work. All applicants will also be required to provide two suitable references.

The closing date for applications is 9.00 am on Tuesday 7 January 2025.

Interviews will take place week commencing: Monday 6 January 2025.

For further details and an application pack please see the school website [www.hallgreen.bham.sch.uk](http://www.hallgreen.bham.sch.uk) or email [recruitment@hallgreen.bham.sch.uk](mailto:recruitment@hallgreen.bham.sch.uk).

Please note that all applicants must complete the school's application form only. Any other form of application or CVs alone will not be accepted.