



We are seeking to appoint an Examinations Manager who will be responsible for the management and smooth operation of all external and internal examinations within our Sixth Form college. We're looking for a candidate with a minimum of two years' experience working in an examinations department and a demonstrable understanding of the evolving needs and demands of the exams process within post-16 education.

The successful candidate will be tasked with overseeing a diverse range of qualifications, including A-Levels, BTECs, and GCSEs. This varied role requires meticulous planning and organisation to ensure the integrity and efficiency of all exam series. The post holder will manage the full examination lifecycle, from initial registration and entries to the secure distribution of results.

Beyond the external examination cycles, you will also be responsible for organising and running all internal mock examinations throughout the academic year. This is a crucial element of our college calendar, providing vital data to support our students and staff.

This role requires a proactive and highly organised individual with excellent attention to detail. You will possess strong ICT and communication skills, thriving in a demanding environment with strict protocols and deadlines.

While working independently to manage your workload, you will also be a collaborative team player, working closely with teaching staff, senior leadership, and students to ensure a seamless and supportive examination experience for all.