



Job Description

Section 1 - Description

Job Title: Examinations Manager - 1 FTE - Maternity cover - 15 months fixed term
Grade Grade 5 - £34,188
Location: Glasgow

Our hybrid working policy offers flexibility while maintaining a strong on-site presence. Staff are required to work from College premises for at least 50% of their contracted hours. The remaining time can be worked remotely, subject to role requirements and operational needs. This approach supports collaboration, team cohesion and engagement, while also recognising the benefits of home working for productivity and wellbeing.

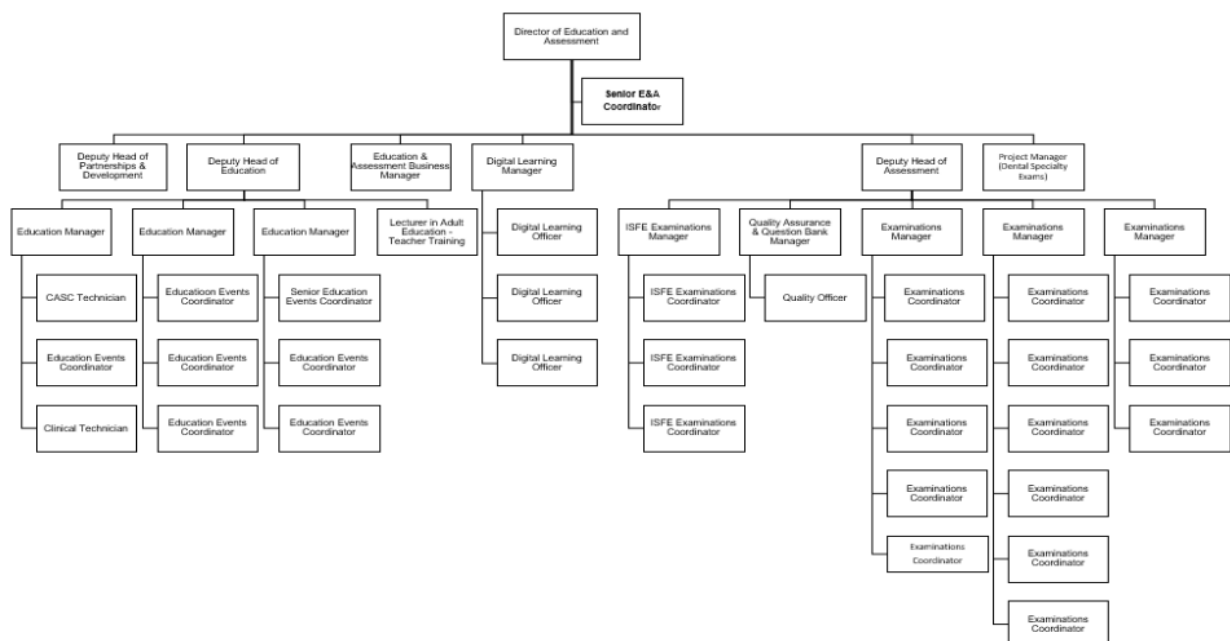
Reports to: Head of Assessment
Date: September 2025

Section 2 - Job Purpose

The Examinations Manager will play a key role in the planning and delivery of examinations offered by the dental, surgical or medical teams, including line management responsibility for staff members. Collaboration with other managers is required in order to ensure business continuity across the range of examinations, activities and services supported by the unit.

Reporting to the Head of Assessment, the Examinations Manager will apply strategic objectives, while supporting collegiate and inter-collegiate examinations, delivering within agreed timelines and to requisite standards. A clear grasp of the requirements of all aspects of the team's examinations needs to be developed. Demonstrable leadership capability and ability to possess a grasp of the key issues of the unit are required in order to stand in for the Head of Assessment if asked to do so.

Section 3 - Organisation chart





Section 4 – Job Dimensions

- Line management responsibility for up to 6 FTE employees
- Budgetary responsibility for approximately £1.8m income and £620k contribution per annum
- Oversight of circa 4 examinations and 30 examination diets per annum
- Management of approx. 1,350 candidates per annum
- Management of approx. 300 examiners per annum

Section 5 - Main Responsibilities and Role

General

- Lead the operational planning and delivery of allocated collegiate and intercollegiate examinations in line with agreed timelines, ensuring compliance with regulations and policies, and that best practice is adopted across activities.
- Oversee all aspects of examination administration including, but not limited to, venue booking, examiner recruitment and training, candidate eligibility checking and coordination, payments and expenses, preparation of exam materials, and results processing.
- Line-manage team members and others as directed by the Head of Assessment.
- Responsibility for the financial management of allocated exams including processing and monitoring of income and expenditure, ensuring compliance with financial processes and policies and contributing to monthly financial monitoring and reporting
- Working with the Head of Unit and Manager team, preparation of the annual budget for allocated examinations activities
- Responsible for the accuracy and quality of examination results and candidate feedback by ensuring compliance with agreed quality assurance processes and appropriate sign-off procedures prior to publication.
- Working with relevant quality assurance leads, manage delivery of reasonable adjustments at exams and support responses to candidate appeals and complaints.
- Ensure high-quality delivery of examinations and services to stakeholders.
- Maintain and update policies and procedures in line with legislative changes and best practice.
- Contribute to the development of existing and new collegiate and intercollegiate examinations
- Collaborate with relevant clinical leads and Head of Assessment to ensure examination plans align with College objectives, including budgetary and resource needs.
- Represent the College on internal and intercollegiate committees and bodies as directed by the Head of Assessment, providing committee support as required, producing papers for submission, progressing actions and contributing to decision-making.
- Lead on designated unit workstreams (e.g. IT provision, exam promotion, management information), in collaboration with colleagues as appropriate.
- Ensure security of examination materials through regular monitoring.
- Attend and support exam delivery in the UK and internationally, as required.
- Stand in for the Head of Assessment when needed.
- Undertake other duties aligned with the role's purpose.



Section 6 – Planning and Organising

Planning and delivery of the examination calendar and management of the team resource is highly proactive, involving excellent planning and organisational skills.

- The ability to plan your work, and that of your team is essential
- Working with the Head of Unit and relevant clinical leads, contribute to forward planning of exam activities up to 12 months in advance
- Possession of the confidence and adaptability to work with and influence senior personnel
- The ability to maintain an overview of the work of the whole team across all specialties
- Ensuring proper governance routes are followed at all times
- Budget planning/organising
- Developing networks and relationships in support of exam delivery

Section 7 – Decision-Making

The Examinations Manager must prioritise their own workload and is responsible for making a large number of decisions that are necessary for the organisation of their team and delivery of the calendar of examination diets.

- The post-holder will be expected to make decisions with the Head of Assessment, and autonomously, as required and will oversee the decision-making remit of their team
- The post-holder will contribute to unit-level decision making through their role in the Management team
- The Examinations Manager must work proactively, making decisions in line with examination regulations, procedures and past practices
- The Examinations Manager must be aware of the various lines of reporting (e.g. Managerial and Governance structures) ensuring that relevant parties are involved in decision making as appropriate. Close liaison with the relevant clinical leads for allocated examinations is required.

Section 8 – Knowledge, Experience and Skill Set Required

Knowledge:

Essential:

- A sound knowledge of IT systems and database management
- Knowledge and experience of relevant legislation (e.g. General Data Protection Regulation (GDPR), Equality Act)

Desirable:

- Line management experience

Experience:

- Substantial relevant administrative experience of at least three years' duration
- Experience of examination activities would be an advantage

Skill Set:

- Strong planning ability: experience of handling multiple projects simultaneously
- Significant attention to detail
- Ability to build and maintain relationships with senior personnel
- Ability to lead a team and collaborate with Unit, collegiate and inter-collegiate teams
- Ability to interpret and apply detailed Regulations
- Excellent communication and influencing skills
- Efficient flexibility
- Proficiently proactive and reactive



- Ability to travel in the UK and internationally as allocated is essential

Section 9 - Job Context and Special Features

- Provide administrative support to Examination Boards as required, including minute taking
- Establish and maintain working relationships with intercollegiate partners
- Additional hours need to be worked in accordance with the demands of the Unit's business activities, including meetings and examinations. Meetings will require attendance in the evening, and exams will require early morning attendance at centres and/or later finishes.
- The post holder will be required to attend meetings and examinations which may be held remotely or face-to-face. Venues for external face-to-face activity vary throughout the UK and Ireland and will involve travel and overnight stays of up to 4 nights duration.
- Examination activities will involve travel to international examination centres for up to 10 days at a time. Awareness of and sensitivity to local political and cultural issues in international locations are required.