



Examinations Manager

- Job type** Full time, fixed term
- Start date** May 2024
- Apply by** 5 April 2024
- Salary** We offer a highly competitive remuneration package which includes:
- Comprehensive private medical insurance
 - Excellent Employee Provident Fund (EPF) savings contributions
 - School places for staff children

Job Summary

The examinations manager plays a pivotal role in ensuring the smooth and efficient administration of examinations, directly impacting the academic journey and future prospects of our students.

Job description

At KTJ, we believe that teachers work most effectively within a collaborative and supportive environment that empowers them to reach their full potential. With a commitment to professional development, we offer opportunities for growth in a warm and welcoming student-centred environment. Join us and become part of a community that values creativity, embraces new ideas and encourages out-of-the-box thinking.

Key Duties

Responsibilities

- Take overall responsibility for the day-to-day administration of all examination-related matters within the school.
- Prepare, plan, coordinate, and conduct public external examinations, internal examinations, University admissions tests, and IELTS.
- Ensure the integrity of all examinations is maintained.



- Keep abreast of regulations and procedures for all external examinations across different examination boards.
- Coordinate the ordering, receipt, signing, and posting of all examination materials according to examination board expectations.
- Assist the data manager in preparing examination data and analysis for presentation to the Principal and other staff.
- Register candidates and make examination entries with all examination boards.
- Liaise with examination boards and awarding bodies, ensuring the school is informed of all updates and new information regarding examinations.
- Respond to queries and requests from students, parents, and staff regarding examinations.
- Work with the SENCO to handle applications for special considerations and access arrangements.
- Manage requests for remarks and ensure accurate billing of parents for examinations.
- Maintain examination records and train staff in examination administration and invigilation.
- Invigilate examinations as necessary.
- Manage the examination budget.
- Supervise invigilators, monitor their performance, and address any issues during and after examinations.
- Receive, record, file, and disseminate exam results including certificates.
- Adhere to deadlines, guidelines, and procedures set by examination boards and the Joint Council Qualifications (JCQ).
- Obtain estimated entry information and distribute it accordingly.
- Collate and distribute examination board certificates.
- Develop the use of ICT to enhance examination management and administration (ISAMS).
- Submit and verify entries for all external examinations.
- Produce examination timetables, seating arrangements, and invigilator schedules.
- Stay updated on incoming information and communications from examination boards and circulate them accordingly.
- Maintain effective and secure systems for storing and retrieving examination board materials and scripts.
- Administer re-sits and handle enquiries about results.
- Manage requests for special consideration.
- Collate, pack, and post all examination scripts.
- Recruit, train, and manage external invigilators, including associated administrative tasks.



Personal characteristics

- High level of personal integrity;
- Possesses a systematic approach to work, with a high level of attention to detail;
- Works effectively and efficiently under pressure and can prioritise across multiple tasks;
- Displays confidence and a strong commitment to delivering professional and exceptional customer service;
- Highly proficient in spoken and written English;
- High degree of ICT literacy;
- A genuine interest in young people and their wellbeing;
- Affinity with the School's ethos and with the values of Kolej Tuanku Ja'afar.

Recruitment Handbooks

[KTJ Recruitment Handbooks for Malaysian Staff](#)

[KTJ Recruitment Handbooks for International Staff](#)

About the School

KTJ is a thriving, not-for-profit international, day and boarding school set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and caters to more than 1,000 students aged 3 to 19. The Primary School, which opened in 2013, follows the English National Curriculum in English and mathematics, alongside the International Primary Curriculum; while the Secondary School prepares students for IGCSEs and A Levels. KTJ Sixth Form students gain entry into top universities in the UK, US, Malaysia and around the world.

KTJ is a friendly and supportive environment for students and staff alike. More information on the School and conditions for teachers can be found in the attached documents or on the [vacancies page](#) of our website. On our website, you will also find a copy of the job description for a KTJ teacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to security vetting.



KTJ PRIMARY
SECONDARY
KOLEJ TUANKU JA'AFAR

Make an application

Please submit a cover letter and a completed application form (available [here](#)), including contact details of three referees, one of whom should be your current employer, to the Director of Human Resources, Mr. Ragvinder Singh, via: recruitment@ktj.edu.my.

Integrity

Empathy

Mutual Respect