

SOUTHFIELD SCHOOL

JOB DESCRIPTION - NON TEACHING STAFF

Examinations Officer

Job Description

Line Manager: Data Manager

Key Responsibilities

- To provide a comprehensive examination service for the school with overall responsibility for leading and managing significant elements of internal examinations and all aspects of external examinations in accordance with the regulations laid down by the awarding bodies.
- To provide training and support to invigilators, teaching staff and students on examination related matters.
- To manage expenditure within the set annual budget.

Key Tasks

- To be responsible for the planning and implementation of external, internal and other testing as required by the school.
- To ensure that all examination board deadlines are met.
- Ensure that the conduct and running of all external examinations complies with the regulations set out by the Joint Council for Qualifications (JCQ) as well as school procedures, and are in line with the JCQ Instructions for Conducting Exams booklet (ICE).
- To ensure that all policies relating to examinations are fully compliant with JCQ guidance and regulations and are updated annually to reflect any developments within these regulations.
- Ensure that the Risk Management Process for NEA and Controlled Assessments is updated on an annual basis and is available for inspection by the JCQ.
- Liaise with the Senior Leadership Team to establish best working practices and policy covering organisation of exams and mandatory reporting requirements.
- Acquire and maintain up to date knowledge of the examinations system, examination board regulations and any changes which occur in the examinations field.
- To be responsible for maintaining up to date and secure links with all examination board websites/portals.

Exam Administration

SOUTHFIELD SCHOOL

- Effective liaison with staff, Head's of Department and students regarding examination entries and re-sits including setting calendar deadlines for all stages in the process of entering and examining students and informing staff and students of details.
- To check and confirm all examination entries with departments and candidates.
- To be responsible for examination entries by EDI for external examinations, liaising with Head's of Department and/or any other members of staff to ensure the accuracy of entries and therefore minimising amendment costs.
- To manage all private entries including payment of fees.
- To liaise with all staff to ensure accurate administration of all examinations including ensuring compliance with examination board rules and NEA / coursework requirements and deadlines are met and they understand the requirements of examination board and their rules.
- To build, publicise and maintain the examinations schedule.
- Responsible for managing the room changes arising from examinations displacing lessons in teaching rooms.
- To brief candidates on examination regulations and to produce written guidance for staff and students.
- To liaise with the SENCO regarding students entitled to access arrangements, including any support materials required.
- Responsible for planning the practical elements of the examinations process such as producing seating plans, supplying appropriate stationery in exams rooms, signage, distribution of exams papers and monitoring attendance.
- To resolve examination timetabling clashes and make appropriate provision for students entitled to extra time as and when required.
- To monitor and record the receipt of examination papers from examination bodies and to ensure all necessary stationery and materials relating to the examinations are available prior to examinations.
- To arrange secure storage of all examination papers prior to and following examinations.
- To ensure the safe and secure dispatch of examination materials to external examination boards, and moderators where appropriate.
- Be responsible for checking, collating, and distributing results for AS/A Level and GCSE on results days.
- To analyse examination data and provide information as required including the preparation of relevant reports for publication on the school website.
- Provide relevant statistics on examination entry and examination results to the Senior Leadership Team and to other staff as required.
- To check and report on developments in DFE and other exam statistics before publication.
- To be responsible for dissemination of results information to staff.

SOUTHFIELD SCHOOL

- To complete any administrative tasks required relating to re-sits, queries and appeals, following consultation with relevant staff. To work efficiently on administrative queries relating to remarks, access to scripts, 'missing' marks following results day, including assisting students in clarification of grades and making contact with relevant staff, exam boards and colleges as necessary.
- To ensure the information management system is kept up to date, including making amendments where re-marks result in grade changes.
- To support the Senior Leadership Team and Head's of Department with advice and guidance on examination requirements for new courses that they would like to introduce.
- To be responsible for the collation and dispatch of all certificates.
- To deal with any parent/carers enquiries relating to public examinations.
- Liaising closely with the Finance Team regarding the management of the examinations budget.

Invigilators

- Recruitment of invigilators.
- Responsible for organising and delivering training to all invigilators to ensure they can correctly discharge their duties as an invigilator and to ensure that they are regularly updated on any changes to their responsibilities.
- Organise and arrange invigilators for internal and external examinations.
- Quality check the work of the invigilators and organise training as appropriate to need.
- Submit and record invigilators timesheets.
- Produce and maintain an up-to-date invigilators handbook.
- Lead training for invigilators as and when required.
- Ensure forward planning gives sufficient opportunity to recruit additional invigilators as required.

General

- Attend and participate in relevant meetings, training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defects and

SOUTHFIELD SCHOOL

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her line manager or the school's Child Protection Officer.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

While every effort has been made to explain the main duties and responsibilities of the role, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.