

Job Description

Examinations Officer



Grade:	Grade 5 SCP12-15
Working weeks per year:	42 weeks (32 hours per week)
Annual Leave:	24/28 days plus bank holidays and extra statutory days
Responsible to:	Infrastructure & Examinations Manager

General Scope of the post: To provide comprehensive and efficient administrative support for the management of internal and external examinations throughout the Academy in accordance with Joint Council for Qualifications (JCQ) regulations and awarding body requirements. The postholder will support the Infrastructure & Examinations Manager in ensuring the effective planning, organisation and delivery of all examination processes.

1. KEY TASKS AND STATEMENT OF DUTIES

Examination Administration

- a. Act as a day-to-day point of contact for examination awarding organisations used by the Academy.
- b. Support the administration of examination entries, amendments and withdrawals in line with awarding body deadlines.
- c. Assist with the daily running of external examinations, including resolving examination clashes in accordance with JCQ regulations and Academy procedures.
- d. Receive, check, record and securely store examination papers and confidential materials, ensuring all secure handling and dispatch procedures comply with regulations.
- e. Maintain accurate examination records, documentation and administrative systems as required.
- f. Assist in checking examination invoices and maintaining records of candidate attendance at examinations.
- g. Receive, check and organise examination certificates, ensuring secure storage and distribution to candidates.
- h. Liaise with heads of department and teaching staff regarding entries, coursework, non-examined assessments (NEAs), examination arrangements and results.
- i. Communicate with students regarding examination entries, timetables and awarding body regulations, ensuring candidates understand expectations and examination conduct requirements.

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- j. Produce examination information, guidance and correspondence for students, staff and parents/carers.
- k. Assist in providing statistical information and reports relating to examination entries and outcomes.
- l. Support the administration of private candidates in accordance with Academy procedures.
- m. Organise examination rooms, seating plans and resources in accordance with JCQ regulations.
- n. Produce and distribute examination timetables, rooming schedules and candidate information.
- o. Support the organisation and distribution of examination results and examination certificates.
- p. Assist with post-results services, including enquiries about results, reviews of marking and requests for access to scripts within awarding body deadlines.
- q. Support the checking of examination and performance data as required.

Internal Examinations

- r. Assist with the planning and administration of internal examinations, including timetabling, rooming and invigilation arrangements using the Academy's examination management systems.
- s. Coordinate examination materials for mock examinations and internal assessment periods.

Access Arrangements and Special Consideration

- t. Work in liaison with the SEND team to support the administration of examination access arrangements.
- u. Assist with applications for access arrangements and special consideration in accordance with awarding body regulations.

Invigilator Support

- v. Assist the Infrastructure & Examinations Manager with the recruitment, administration and deployment of invigilators.
- w. Support the organisation and delivery of invigilator training and briefing sessions.

General

- x. Maintain a thorough understanding of current JCQ regulations and awarding body requirements.

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y. Support the implementation of examination policies and procedures to ensure Academy compliance.

z. Undertake any other duties commensurate with the grade and responsibilities of the post as directed by the Infrastructure & Examinations Manager.

2. MANAGEMENT/SUPERVISION

The postholder may assist in the day-to-day coordination of examination invigilators and examination staff during examination periods. The postholder will work under the direction of the Infrastructure & Examinations Manager and contribute to the efficient operation of the examinations function.

3. CREATIVITY AND INNOVATION

The postholder will contribute to the development of efficient administrative systems and processes to support the effective delivery of examinations while operating within established regulations, policies and procedures.

4. CONTACTS AND RELATIONSHIPS

Daily contact with:

- Staff
- Students
- Parents/carers
- Examination invigilators

Regular contact with:

- Examination awarding organisations
- JCQ representatives and inspectors
- Other educational establishments where appropriate

5. DECISIONS

Discretion

The postholder works within national, local and Academy procedures and policies, exercising judgement within established examination regulations.

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Consequences

Errors could impact examination administration, candidate experience, compliance with regulations and the accuracy of examination information. Failure to meet examination deadlines could result in financial penalties and adverse outcomes for students.

6. RESOURCES

The postholder is responsible for maintaining the security and confidentiality of examination papers, candidate information, examination records and examination materials.

7. WORK ENVIRONMENT

Work Demands

Work is carried out within strict regulatory timescales and deadlines, particularly during examination seasons.

Physical Demands

Normal physical effort associated with office work, including the movement and handling of examination papers and materials.

Working Conditions

Work is carried out primarily within a well-lit office environment and examination venues across the Academy.

Work Context

Regular contact with staff, students and parents/carers regarding routine examination matters.

8. KNOWLEDGE AND SKILLS

Essential

- Minimum of 3 years' administrative experience.
- Excellent organisational skills and attention to detail.
- Strong ICT skills, including Microsoft Office applications.
- Excellent written and verbal communication skills.
- Ability to work accurately under pressure and to strict deadlines.

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- Ability to handle confidential information sensitively and securely.

Desirable

- Previous experience in a school or college examinations office.
- Knowledge of the British examinations system.
- Knowledge of JCQ regulations and awarding body procedures.
- Experience of SIMS or similar examination management systems.

9. GENERAL

Equal Opportunities

The postholder is required to carry out duties in accordance with the Academy's Equal Opportunities Policy.

Health and Safety

The postholder is required to carry out duties in accordance with the Academy's Health and Safety policies and procedures.

Safeguarding

The postholder is required to be committed to safeguarding and promoting the welfare of children and young people and to follow all Academy safeguarding policies and procedures.