

NAME OF EMPLOYEE

SALARY

Grade C4/C5

JOB DESCRIPTION – effective from date of agreement

1.0 JOB TITLE Examinations Officer
(36.5 hours term time only plus 2 weeks)

2.0 JOB PURPOSE

- 2.1 To manage the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations, on behalf of the JCQ member awarding bodies
- 2.2 To support general administration and data administration processes, as required.
- 2.3 To maintain high standards in all areas of work.
- 2.4 To support the ethos, aims and objectives of the school.

3.0 DUTIES AND RESPONSIBILITIES

3.1 General Duties

- 3.1.1 To liaise with a wide range of internal and external stakeholders, including pupils, parents, teachers and awarding organisations.
- 3.1.2 To support the headteacher in ensuring that the school is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations and assessments at all times.
- 3.1.3 To act on behalf of, and be the main point of contact for, the school in matters relating to the general administration of awarding body examinations and assessments.
- 3.1.4 To take an ethical approach and work proactively to avoid malpractice among pupils and staff, while supporting the headteacher in taking all reasonable steps to prevent the occurrence of any malpractice before, during and after examinations have taken place.
- 3.1.5 To ensure examinations are conducted in accordance with legal regulations
- 3.1.6 To submit exam entries accurately and on time.
- 3.1.7 To recruit and line manager the invigilation team.
- 3.1.8 To promote and implement the school's Equal Opportunity's Policy
- 3.1.9 To ensure appropriate Access arrangements are in place and evidenced under the direction of the Assistant Headteacher
- 3.1.10 To manage the examinations budget effectively
- 3.1.11 To promote and safeguard the welfare of all pupils at all times.
- 3.1.12 To support the school's data administration processes, as directed by a Senior Leader; e.g. MIS data input, assessment reporting, report production, MCAS support, Pathways.

3.2 Organisation

- 3.2.1 To manage the arrangements for the timetabling, seating, resourcing and invigilation of examinations in accordance with regulations.
- 3.2.2 To collect and coordinate all correspondence from examination boards and take appropriate action where necessary.

- 3.2.3 To maintain responsibility for all external examination matters, including registering the school with the appropriate examination boards.
- 3.2.4 To organise training for the appropriate personnel, including staff and invigilators.
- 3.2.5 To share information from examination boards to the relevant departments.
- 3.2.6 To collect and send entries for forecasted, provisional and final grades to examination boards at the appropriate times.
- 3.2.7 To provide examination information to candidates, including timetables and examination start times.
- 3.2.8 To receive, check and securely store confidential examination materials.
- 3.2.9 To effectively manage arrangements for the secure storage and dispatch of examination scripts for marking.
- 3.2.10 To prepare and plan for the examination season and retain contact with the governing board.
- 3.2.11 To coordinate the release of examination and assessment information to staff, pupils and parents.
- 3.2.12 To manage examination days in accordance with awarding body regulations, including:
 - Preparing for each exam day.
 - Starting an examination.
 - Dealing with emergencies.
 - Irregularities and malpractice.
 - Ending the examination.
 - Collecting the examination scripts.
 - Packing and dispatching examination scripts and obtaining proof of postage
- 3.2.13 To ensure all exam accommodation is prepared in accordance with requirements.

3.3 **Administration**

- 3.3.1 To undertake accurate and efficient administrative tasks in order to ensure effective planning and preparation of internal and external examinations.
- 3.3.2 To observe the awarding bodies' published terms, conditions and processes for the registration, entry and withdrawal of candidates for their examinations and assessments.
- 3.3.3 To register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification.
- 3.3.4 To effectively use internal and external ICT systems to submit and manage awarding body registration and entry data.
- 3.3.5 To maintain the confidentiality and security of candidates' responses and dispatch scripts according to requirements.
- 3.3.6 To create seating plans for each examination venue.
- 3.3.7 To verify the identity of all candidates that are entered for examinations and assessments.
- 3.3.8 To produce candidate exam timetables.
- 3.3.9 To keep up-to-date with developments in the exam curriculum and ensure that they are reflected in the school's practices.
- 3.3.10 To manage the examination entry process, including gathering information from teaching staff to ensure that candidates' examination entries are made correctly and on time.
- 3.3.11 To prepare for results to be provided to each candidate.
- 3.3.12 To manage examination results, including accessing results electronically and downloading results from awarding bodies' secure sites.

3.4 **Communication**

- 3.4.1 To provide advice and guidance to staff, pupils and parents.
- 3.4.2 To ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to issuing results and the arrangements for post-results services.
- 3.4.3 To establish effective links and consultation procedures with examination bodies.
- 3.4.4 To ensure all candidates are notified of their examination entries and the dates and times of their examinations and assessments in accordance with regulations.

- 3.4.5 To liaise with the school office to ensure fees are paid as instructed and at the time specified by the awarding bodies.
- 3.4.6 To ensure efficient management and supervision of the exam room environment.
- 3.5 Additional Duties**
- 3.5.1 To line manage invigilators, including training new invigilators and updating existing invigilators on rules and regulation changes on an annual basis.
- 3.5.2 To participate in appropriate meetings with colleagues.
- 3.5.3 To manage emergency access arrangements for eligible candidates.
- 3.5.4 To ensure the school is prepared for Examinations Officer inspections.
- 3.5.5 To supervise pupils in school during breaks, lunchtimes, before and at the end of the school day and during detentions.
- 3.5.6 To support the school's first aid function as a registered first aider and supporting pupils with specific medical conditions; e.g. diabetes.
- 3.5.7 To staff the school's reception and switchboard, providing a welcoming service to visitors to the school.

4.0 GENERAL

- 4.1 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 4.2 To ensure all tasks are carried out with due regard to Health and Safety.
- 4.3 To undertake the necessary training involved with the post.
- 4.4 To ensure that the highest standards of confidentiality are maintained when dealing with information relating to pupils and/or staff.
- 4.5 To understand and act in accordance with the school's equal opportunities policies.
- 4.6 To undertake any reasonable task requested by the Headteacher.
- 4.7 Such other duties as may be commensurate with the grade of the post in order to ensure the smooth running of the school.
- 4.8 To adhere to the ethos of the school
 - 4.8.1 To promote the agreed vision and aims of the school
 - 4.8.2 To set an example of personal integrity and professionalism
- 4.9 Attendance at appropriate staff meetings and/or Parent/Carer Meetings

5.0 SUPERVISION

- 5.1 SUPERVISING OFFICER
Deputy Head - Operations
- 5.2 LEVEL OF SUPERVISION
Plan own work to ensure the meeting of defined objectives

6.0 REVIEW AND AMENDMENT

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the holder of the post.

7.0 COMPLAINTS

If following review and amendment, agreement is not reached; the appropriate procedures should be used for the settling of any disputes.

(Signature of Headteacher)

Copy received by

(Signature of Employee)

Date
