



Job Title:	Examinations Officer
Hours of work:	37 hours per week term time only plus ten days Working pattern flexible at peak times Please note you must be available to work during the week of GCSE results day every year
Scale:	5 - 6, points 12 to 22
Actual Salary:	£20241 - £24674
Line Manager:	Assistant Headteacher with responsibility for assessment

Role overview

This role entails working with the Headteacher and Senior Leaders, to ensure the effective, efficient administration and conduct of internal and public examinations:

- To contribute to the effective and efficient administration of internal and public examinations.
- To contribute to the smooth running and coordination of exams across all Trust sites.
- To liaise with teachers, students, parents and examination boards in respect of examination requirements, entries, results and communications, ensuring the school adheres to all awarding body regulations.
- To work closely with other relevant staff to ensure that exams are delivered in a smooth, secure and equitable fashion.

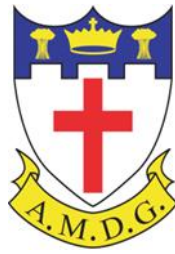
Specific Areas of Responsibility

- To work as a key member of the team co-ordinating the entries, seating and delivery of exams, including the secure transportation of exam papers and completed scripts
- Ensure the submission of examination registrations, entries, forecast grades and coursework marks for external exams to the Awarding Bodies for all public exams
- Ensure sufficient invigilators are booked for each exam session
- Act as the line manager for invigilators
- Organise bi-annual training sessions with the invigilators in line with JCQ regulations
- Remedy any exam clashes and make appropriate provisions for students within JCQ guidelines
- Receive, check, sort and secure external examination papers as they arrive and be responsible for examination stationery in line with JCQ regulations

- Check, pack and arrange the dispatch of all external examination papers by relevant authorised means
- Assume responsibility for the daily running of public examinations including organising all requirements of practical and speaking and listening exams
- Communicate and coordinate with site staff regarding practical arrangements that need to be made for furniture set up in exam venues
- To produce guidelines for staff and students, including exam session conduct guidelines to all students and staff
- Work closely with the Additional Needs department to ensure that access arrangements are in place for students in external and internal examinations
- To collate and distribute statements of entry and exam timetables (both internal and external) to students and ensure information is available on the college website
- Assist with the Post Results Services functions; Arranging re-marks, reports and enquiries about exam results with the examination board; managing access to script requests and ensuring information on all these services is available to staff and students
- Manage the distribution of exam certificates
- Annually review and update all examination-related college policies
- Attend all relevant awarding body and network meetings and training courses as appropriate
- Be responsible for the examinations budget
- Checking and authorising examination invoices, liaising with the Finance Department
- Provide the Finance Department with charging details for all entries and post results
- Where appropriate, explore and develop exam software to streamline the administration of examinations

Support for the College

- Be aware of and comply with policies and procedures relating to Safeguarding, Health & safety, confidentiality and GDPR, reporting all concerns to the appropriate designated member of staff
- Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities
- Contribute to the development, implementation and evaluation of the college's policies, practices and procedures, so as to support the college's values and vision
- Appreciate and support the role of other professionals



- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Professional Development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the college
- Take part in the college's appraisal procedures

Personal And Professional Conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside the college
- Have proper and professional regard for the Catholic ethos, policies and practices of the college, and maintain high standards of attendance and punctuality. Blessed Edward Oldcorne Catholic College is committed to safeguarding the young people in its care and all staff are expected to keep up to date with the latest safeguarding developments and attend relevant safeguarding training
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the college community
- Respect individual differences and cultural diversity
- The Examinations Officer will be required to safeguard and promote the welfare of children and young people and follow college policies and the staff code of conduct

The above is a summary, but not an exhaustive list of the job role and the role would be adapted depending on the suitability of the candidate.

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. The college reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references and an Enhanced Disclosure and Barring Service check.

Signed:

Date: