

CIRENCESTER KINGSHILL SCHOOL

JOB TITLE: Examinations Officer

LOCATION: Cirencester Kingshill School – 11 – 16 Secondary School.

HOURS: 25 hours per week at the following times:

8.00am – 12.00pm, Monday and Tuesday

10.00am – 2.00pm, Wednesday

The remaining 13 hours will be worked during the week at times agreed with the Line Manager.

The above stated hours of work may vary due to the seasonal nature of the role and during examination periods (see Examinations timetable).

If working more than 4 hours per day the postholder will be entitled to a 20 minute paid break.

GRADE: G

RESPONSIBLE TO: Responsible to the Deputy Headteacher (i/c Examinations) and through the Deputy Headteacher to the Head and Governors.

LINE MANAGER: Deputy Headteacher

PEOPLE RESPONSIBLE FOR: Examination Invigilators

JOB PURPOSE:

The role of the Examinations Officer is to deal with the day-to-day running of the internal and external examinations in the school under the guidance / supervision of the Deputy Headteacher. This includes liaison with the Examining Groups (EG) and the use of the SIMS software “Exams Organiser”. You will lead the team of invigilators in the Examination Hall and be responsible for the day-to-day administration of all examinations held in the school. The Examinations Officer needs to be familiar with all current regulations with regards to public examinations (as contained within JCQ Document – Instructions for Conducting Exams).

Examinations timetable:

- Year 11 Mock Examinations, 1 ½ weeks in December.
- Year 11 Mini-mock examinations in March.
- Oversee invigilation of practical examinations – March and April
- GCSEs and BTEC written assessments, 6 weeks in summer term and 3 assessment windows for BTEC through the year.
- Year 10 Examinations, 1 week in June.
- End of year core examinations for Years 7-9 (June)

KEY TASKS – Examinations Officer:

The main tasks are:

- Planning, administrating and running the school’s external examinations (GCSE, BTEC).
- Recruiting, training and deploying external invigilators for GCSE and Examinations.
- The planning and administration of all internal examinations in.
- The planning and administration of the Year 10 examinations.
- Act as Senior/Roaming Invigilator in all above examinations

Specifically:

- Collect requests for “Enquiries after Results” in September, submit them to the Examination Boards and communicate outcomes to staff and candidates.

- Collate a skeleton timetable for internal examinations for years.
- Run the annual “Invigilator Training Day” – using Exam Office online training.
- Liaise with the SENCO to identify candidates who will require “access arrangements”
- Receive Examination Certificates and arrange for them to be available at the Awards Evening.
- Collect data from SIMS on examination classes and numbers.
- Survey Heads of Faculty / Subject with regard to Mock Examinations, produce a timetable for staff and students and finally collect entries and administer the examinations.
- Generate and distribute a syllabus check sheet for Heads of Faculty / Subject to ensure candidates are entered for the correct examinations.
- Download base data from the Examination Boards, make entry mark sheets, collect, check and submit entries by the appropriate deadline.
- There are three main entry periods:
 - BTEC Registrations (October)
 - BTEC Online tests
 - Summer GCSE examinations
- Collect amendments to entries and send to EBs.
- Print Candidate Entry Statements and issue to candidates for checking.
- Compile and print annual Examination Booklet.
- Co-ordinate invigilation of ‘non-examined assessments’ (NEAs), and liaise with the Cover Manager with regards to room changes and staff cover.
- Input results for NEAs and send samples to moderators.
- Receive examination papers and arrange for their secure storage.
- Use “Seating Organiser” to arrange candidates in the various examination rooms. Ensure that the ‘access arrangements have been followed. Print off Seating Plans, candidate registers and room use data. Plan, negotiate and communicate room changes.
- Print off and distribute Individual Candidate Timetables.
- Survey Heads of Faculty / Subject with regard to internal Examinations, produce a timetable for staff and students and finally collect entries and administer the examinations.
- Receive and enter results for BTEC students.
- Plan Results Days
 - Liaise with Deputy Headteacher over statistical data required
 - Organise envelopes for examination results slips
- Results Day - download results, generate statistics, produce results sheets for students and teachers and release data to central government, local government and the media.
- Student Results Day – ensure room is set up for distribution of results. Organise distribution of results to students.

This job description is to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with your line manager or the Headteacher.

Other Conditions

Holiday entitlement

The post is part time, term time, including 5 days (2 result days and 3 In Service Training Days), which totals 44.75 weeks of the year. This includes 25.5 days paid holiday rising to 30.5 days after 5 years continuous service plus statutory holidays. Holidays must be taken during the school holidays.

Claims/Time off in Lieu

If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

Resignation

A resignation period of 1 month is required.

Disclosure & Barring Service

All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

This job description may be amended at any time after discussion with you, but in any case will be reviewed before 1.4.24.

Post Holder Sign: Date:.....

Please print your name.....

Line Manager Sign..... Date:.....

Please print your name

November 2023