



Dinnington High School Examinations Officer

Part of
LEAP
Multi Academy Trust

Post Title: EXAMINATIONS OFFICER

The successful candidate will be responsible for the organisation and administration of both internal and external examinations in accordance with the regulations set by the awarding bodies. Previous experience is essential.

We welcome contact to discuss this post, as well as visits to our school.

The post is permanent to start September 2021.

Salary: Band F (£19,992.00 - £21,994.00pa Actual Salary) for 37 hours per week, term time plus 8 days

The closing date for applications is Monday 28th June at 9.00am.

Job Description

To implement and administer all external and internal examinations.

Main Duties

- Lead the planning of, and be responsible for the administration of internal and external examinations for all year groups in coordination with the Data and Exams Assistant.
- Lead the collation of exams / course entry data from teaching areas and be responsible for submitting to exam boards for entry/registration as required throughout the school year
- Be responsible for the organisation of seating plans, exam rooms set up and invigilator cover
- Effectively manage the coordination of the secure storage of exams papers/materials and safe despatch to exam boards
- Co-ordinating special access requirements for students in all years with the Achievement Support Department
- Lead the preparation and issuing of exams timetables and regulations to students, staff and parents
- Be responsible for the issuing of exam results and certificates
- Advising staff/students/parents about Post Results Services and processing applications e.g. for appeals, copies of scripts, reviews of marking
- Be accountable for the development of staff to ensure that accurate and correct qualification information and results are made available, and that all proper procedures are followed
- Lead the Academy's rooming and staffing of all examinations, ensuring value for money
- Lead the development and training of invigilator teams
- Lead the invigilator team, holding Lead invigilators directly accountable for quality provision

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

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the academy and the professional development of the staff.

Person Specification

Attributes	Criteria	Evidence
Qualifications	Essential: 5 GCSE or equivalent incl Maths and English (Grade C and above)	A/C
Experience	Essential: Experience of exams administration in a secondary school setting	A
	Essential: Working in a highly demanding, fast paced environment	A/I
	Essential: Working to tight deadlines	A/I
	Essential: Working as part of a team	A/I
	Desirable: Familiarity with SIMS/Exams Organiser	A/I
Knowledge and Skills	Essential: Microsoft Office packages	A/I/R
	Essential: To work to a high level of accuracy	A/I/R
	Essential: Effective use of information technology	A/I/R
	Essential: Good organisational skills and ability to multitask	A/I/R
	Essential: Confidence to start and finish exams when required	A/I/R
	Essential: Good communication skills both verbal and written	A/I/R
	Essential: Ability to be pro-active and display initiative	A/I
Personal Attributes	Essential: Confident and bright personality with the ability to work well with others at all levels	AF/I/R
	Essential: Ability to cope with and work under pressure	A/I
	Essential: Ability to cope with change, to be flexible and cope with uncertainty	A/I
	Essential: Deal with last minute requests	A/I
	Essential: Evidence of problem solving and decision making skills	A/I
	Essential: Ability to maintain confidentiality at all times	A/I

* A – Application form; R – Reference; I – Interview; C – Certificates

Dinnington High School's mission is to help all students to "Achieve Excellence" via quality first teaching, responsive pastoral care and decisive leadership.

We welcome contact to discuss this post, as well as visits to our academy.

Completed applications should be returned either by post to: Jenny Kenny, HR and Senior Administration Officer at Dinnington High School, Doe Quarry Lane, Dinnington, Sheffield S24 2NZ or by email to recruitment@dinningtonhigh.co.uk

The Learner Engagement and Achievement Partnership is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the disclosure of criminal records can be found at <https://www.gov.uk/disclosure-barring-service-check>.

We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may face.

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