



## EXAMINATIONS OFFICER

---

### JOB DESCRIPTION

**Responsible to:** Deputy Headteacher  
**Pay scale:** NJC Scale S01 (23-25)  
**Work pattern:** Full-time 35 hrs per week, Term Time Only +2 weeks  
**Location of post:** The Elmgreen School, SE27 9BZ

To be responsible for the smooth running and administration of all internal and public examinations and to liaise with teachers, students, parents and examination boards in respect of examination requirements, entries, results and communications, whilst also ensuring that the school adheres to all Awarding Bodies' regulations.

#### Key Responsibilities:

#### Staff Management

1. Lead a team of up to 20 invigilators.
2. Work with senior staff to oversee the recruitment of invigilators.
3. Be responsible for the training and development of the invigilation team.
4. Prepare and communicate an invigilation timetable and ensure that sufficient staff are available to meet all requirements.
5. Maintain accurate records of invigilator attendance.

#### External Liaison

1. Be the school's principal link with examination boards, following up queries from Subject and other Middle Leaders regarding examination-related issues, disseminating, to relevant staff, literature regarding examinations or syllabuses, sent by examination boards. Assume the role of Head of Centre for administrative purposes.
2. To be the point of contact for examination boards and acquire and maintain an up-to-date knowledge of the examinations system, examination board regulations and any changes which occur within the examinations field.
3. Plan and publicise, each year, to staff, parents and students, the examinations schedule encompassing internal and public examinations.

4. Liaise with examination boards regarding all aspects of policy relating to examination regulations, attending, when appropriate and in liaison with Line Manager, in-service training provided by examination boards, the QCA and other bodies.
5. Ensure that systems to be used for submission of examination entries and for the receipt, recording and issuing of results and certificates are working effectively and reviewed on a regular basis.

### **Budget Management**

1. Be responsible for the examinations budget, liaising with the Deputy Headteacher, and keep accurate and up-to-date records of examination entry costs and other relevant financial issues.

### **Internal Liaison and Administration of Examinations**

1. Carry out the decisions of senior leaders in relation to choice of exam boards, examinations and entries.
2. Liaise with Heads of Department regarding all examination entries and the timetable by which entries must be made.
3. Be the principal administrator in preparing and submitting all examination entries to the relevant examination boards.
4. Receive, check and distribute examination entry statements to students, making and submitting any amended entries to the Boards.
5. Manage the receipt of examination results on results days, including the main August examination results days, in liaison with the Deputy Headteacher and to organise the distribution of results to students and the relevant summaries and data to the Headteacher, Senior Leadership Team, Heads of Department and Heads of Year.
6. Ensure, where relevant, that all entry fees levied from students resitting examinations are collected and paid to the Finance Department.
7. Receive and process requests for remarks, receipt of scripts and appeals against results, liaising, as required, with relevant colleagues regarding educational aspects of such actions.
8. Oversee the arrangements for special arrangements for relevant students, liaising with examination boards and the school's Special Educational Needs department.
9. Organise the sittings for all examinations, including internal school examinations, booking venues and publicising the examination schedule to staff and students.
10. To publicise the examination schedule to families via school news and website.
11. Ensure that all public examinations take place according to regulations published by the examination boards and that such regulations are publicly displayed and students duly informed.

12. Receive examination papers and other relevant materials sent by examination boards and keep them in a secure place in the Examinations Store; collect, log and dispatch all examination scripts, for marking.
13. Maintain accurate records of all examinations, including seating plans and registers
14. Receive, disseminate, collect and return requests for predicted grades and other information requested by examination boards.
15. Make arrangements for students taking examinations, using laptops, or otherwise, sitting examinations outside of the normal venues.
16. Maintain the Examinations store in an appropriate manner, developing clear administrative systems, ensuring examination materials, including furniture, are kept securely and in a well-maintained condition.
17. Liaise with relevant Leadership Team and Heads of Year regarding the organisation of examinations, student discipline during examinations and any issues related to student conduct relevant to examinations. This aspect of the role will include the briefing of students at Assemblies, supported by key members of teaching staff.
18. Assist, as required, with internal school examinations and other occasions when students are tested/ assessed in examination conditions.
19. Assist, as required with processing and analysis of examination results.

## **General**

1. To unequivocally support and promote the values and ethos of The Elmgreen School.
2. To undertake such training as may be required.
3. To be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems.
4. To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Trust.
5. To take responsibility, appropriate to the post for tackling racism and other forms of discrimination and promoting good race, ethnic and community relations.
6. To work in accordance with the Schools Health and Safety Policies and Procedure.
7. Undertake additional administrative duties as part of the School's Administration Team and assume other duties which may reasonably be required or delegated by the Deputy Headteacher or Office Manager from time to time to meet the needs of the service.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive

statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

### **Special Requirement of the Post**

The post is Term Time Only plus two weeks. The additional two weeks cover the period around the August results days and examination entries in February.

## **PERSON SPECIFICATION**

### **Post Title: Examinations Officer**

---

Before completing your application form, please read the person specification and job description carefully. In your supporting statement you should demonstrate how your qualifications, skills and knowledge match the requirements for the post.

You should seek to demonstrate how you meet the selection criteria in the information you provide on your application form and in your supporting statement.

### **Qualifications & Knowledge**

#### *Essential*

- 5 GCSE Grade C or above (or equivalent)

#### *Desirable*

- A Levels
- Educated to Degree level
- Recent and relevant certificates of training
- Experience with public examinations in any capacity

### **Skills and Experience**

#### *Essential*

- Excellent communication skills
- Experience of leading and developing a team
- Excellent interpersonal skills including the ability to handle situations with tact and sensitivity involving staff, students and parents
- Ability to forward plan
- Ability to make decisions
- To be calm and flexible in the face of change
- Ability to manage and prioritise workload
- Ability to work under pressure to tight deadlines
- Ability to use ICT competently including Microsoft Word and Excel
- Ability to work unsupervised as well as at the direction of senior staff

#### *Desirable*

- Experience of working in an education environment
- Experience of working with young people in a diverse environment
- Experience of SIMS (School Information Management System) or equivalent

## General

- Willingness to undertake professional development
  - Demonstrate a commitment to diversity
  - Display a commitment and an ability to contribute to the protection and safeguarding of children and young people
  - Work as part of a team
  - Demonstrate personal integrity
  - Work to support the aims and ethos of the school
  - Flexibility in the approach to work and the demands of the post
  - Willingness to undertake professional development.
- 

## Equal Opportunities

Take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.

## Safeguarding

Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

## Health and Safety

Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

Ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals. Undertake risk assessments as appropriate.

## Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information. Be informed of the data held on you during our recruitment process as explained in the recruitment privacy notice on our website.

**The Elmgreen School is a non-smoking and non-vaping environment.**

Compiled by: AMI	Created: 03.03.22
Approved by: DBE	Revision Number:
	Revision Date: