



Examinations Officer – Job Description

Position	Examinations Officer
Salary	Grade G for 40 weeks per year, the salary is £ 25 864 to £ 28 065 (the equivalent year-round salary would be £ 29 064 to £ 31 537)
Tenure	Established
Time	37 hours per week / term time only + 5 Inset days + 5 days (40 weeks per year)
Responsible to	Assistant Headteacher
Managing	Team of Exam Invigilators and Assistant Exams Officer

This is a full-time post working 37 hours per week, term-time only including the five Inset days, plus five more days around the results of public examinations (August) and the Year 7 Entrance Test (a Saturday in September). If preferred, all year round employment is available by negotiation. The Examinations Officer will work flexibly, as and when necessary, to ensure the School's needs are met. It is expected that the Examinations Officer will not take any leave during term time.

The school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy, and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

Main Purpose of the Role

- Hold responsibility for the organisation and the efficient and effective running of all internal and public examinations within the School, including liaising with staff, pupils, invigilators and examination boards.
- Ensure that the school complies with the examination board rules, ensuring exams are invigilated in a way that meets the exam board regulations, and provide advice and guidance on the examination boards rules and regulations to staff and pupils
- Oversee all operational requirements for internal and public examinations including the confidentiality and security of examination materials, invigilation arrangements and the logistics of accommodation.

Principle Responsibilities

Operational

- Oversee all arrangements for public examinations as well as the School's internal examinations, ensuring that all administration, timetabling, and preparation is undertaken.
- Ensure personal familiarity and compliance with all requirements of public examination boards.
- Ensure that all candidates are entered correctly for public examinations including the provision of personal details, subjects, papers required, submission of coursework.
- Ensure adherence to all regulations and practices for the conduct of public examinations and ensure that appropriate allowances for pupils with additional needs are accommodated.
- Establish and maintain adequate security arrangements for the receipt, storage and release of examination papers and the return of scripts in keeping with published deadlines.
- Undertake exam invigilation duties and recruit, train and manage a team of invigilators.
- Deal with all issues relating to appeals, remarking of scripts, etc.
- Manage the School's examinations budget including entry fees, equipment and invigilation costs.
- Develop contingency plans concerning unanticipated issues concerning the conduct of examinations.
- Work closely with the School's Data Manager to ensure all data required for examination entries and assessment is obtained in an accurate and timely fashion.

- Work with the School Attendance Team to ensure registers are complete and accurate and that any issues are resolved quickly.
- Develop and train an assistant Exams Officer to ensure that the school establishes additional skilled resource.

Communication

- Liaise with examination boards to ensure that accurate administration of all examinations, including ensuring compliance with examination boards rules and coursework requirements.
- Provide advice and disseminate examination information to staff, pupils and parents/carers, to ensure that all are familiar with examination timetables, regulations, operational procedures.
- Liaise with staff/subject leads regarding pupil examination entries.
- Supporting the promotion of positive relationships with staff, students, parents and other stakeholders.
- Attend meetings when required.

Skills Development

- Participate in the School's performance management scheme.

Safeguarding

- The post holder must be committed to safeguarding and promoting the welfare of children, young people and adults, raising concerns as appropriate.
- Adhere to data protection legislation.
- Maintain confidentiality as appropriate

Systems and Information

- Provide data and analysis on examination entries and results, writing reports as appropriate
- Create effective information systems for the recording of exams and results
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies.
- Maintaining appropriate records and providing relevant, accurate and up to date information for SIMS (including vulnerable groups), logging all parental communication.

Data Protection

- The post holder will comply with the School's policies and supporting documentation in relation to the Information Governance; this includes Data protection, Information Security and Confidentiality.

Health & Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.

Equalities

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility, the post holder will work in accordance with the aims of the Equality Policy Statement

Please note that these responsibilities will be reviewed from time to time and may be amended as is reasonable by the Headteacher. These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities commensurate with the post, as reasonably requested by the Headteacher.

Signed: _____

Examinations Officer

Signed: _____

Headteacher

Date: _____