



GREYFRIARS
CATHOLIC SCHOOL

Examinations Officer



Dear Applicant

Thank you for your interest in the role of Examinations Officer at Greyfriars Catholic School. This is an exciting and unusual opportunity to shape the future growth of our school by leading with enthusiasm and expertise. I am passionate about the role education has in shaping the future and I think that schools are incredible places to work. There is joy in working with young people and it is a privilege to work and lead in education. I am incredibly proud of our school and the journey we are on as Greyfriars Catholic School and I hope to share some of the work we are doing with you.



This role is for an inspirational and aspirational individual to join us and contribute to the experiences of the young people in our school community. The role of Exams Officer is a crucial part of the school systems and suits someone highly organised, clear and effective. This is an exciting time for the school; we are driving positive and significant change. To be in such a vital position at such a positive time will allow genuine scope to be part of something ambitious and improve the opportunities and outcomes of children in our school community.

Please do not hesitate to contact us to seek further information. I would encourage you to visit in advance and I would be delighted to personally show you our wonderful school and discuss this rare opportunity in more detail.

Yours faithfully

Ms Lyndsey Caldwell

Headteacher



Application Details

We hope you are interested in this opportunity and would like to submit an application.

To apply for the post of Examinations Officer, please -

- Fully complete the application forms, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses).

For further information please contact Sophie Upellini School Business Manager

Tel: 01865 749933

Notification of interview: TBC

Start date: ASAP



Pope Francis MAC Ethos

In addition to the specific responsibilities of this post, every member of staff at Greyfriars Catholic will commit to:

- Promoting courteous and respectful relationships with students at all times
- Working to maintain the school at the forefront of educational practice
- To support the Catholic ethos of the PFMAC
- To play a full part in the PPMAC's school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the MAC in meeting its legal requirements for worship
- To continue personal development as agreed

The purpose of this Job Description is to set out in general terms, the management, purpose and responsibilities of this job at Greyfriars. It is not intended to be a comprehensive listing of every task that a Greyfriars employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.

The appointment is subject to the current conditions of employment for teachers contained in the School Teacher's Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Notes:

As we are a Catholic school, applicants must complete the CES application form in order to be considered for an interview. There is no requirement to be Catholic in order to be successful at an interview. We are committed to equal opportunities.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

Greyfriars Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant for any position will be required to undertake an enhanced disclosure via the DBS (disclosure and barring system) and appropriate Right to Work clearances and our recruitment and selection practices.



JOB DESCRIPTION

EXAMINATIONS OFFICER

Responsible For Exam invigilators

- Liaising with: Curriculum managers and other relevant teaching and non-teaching staff,
- External examination agencies
- Exam invigilators
- Students/Parents

Reporting to: Assistant Head Teacher

Grade 8 Point 18

£29,269 FTE - Actual Salary £26,769.87 per annum (pro-rata)

37 hours per week. Term Time only plus 3 weeks

Term time plus three weeks (post holder must be available for two weeks during summer holiday for exam results). This is to deal with receipt, communication and analysis of examination results - this can be taken as time in lieu during non-exam periods of term time

Disclosure Level: Enhanced

The school was founded by and is part of the Catholic Church. It is one of the formal mechanisms through which the Church's educative mission is fulfilled and is to be conducted as a Catholic School in accordance with the Canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Arch-Diocese of Birmingham. The headteacher is the school's leading professional.

Overall Purpose:

- To manage the day-to-day coordination of the operational aspects of the examinations and assessment process To acquire and maintain up-to-date knowledge of the public examinations system and examination board regulations, policies and procedures
- Plan and publicise the annual examination schedule to staff, parents/carers and students
- Ensure that systems to be used for the submission of exam entries and for the receipt, recording and issuing of results and certificates are working effectively and are reviewed on a regular basis
- Liaise with the Principal, Senior Leadership team, SENCO and middle managers regarding examination related issues and advise on strategic changes to the public examination system



- Disseminate literature regarding examinations or syllabuses sent by examination boards to all the relevant staff, students and families

CORE DUTIES

Examination Entries and Administration:

- Responsible for examination entries for external exams to the examination boards for public exams (e.g., GCSE, AS, and A Level).
- Oversee registration and administration of vocational qualifications.
- Implement all Awarding Bodies regulations for the conduct and administration of all qualification components.

Communication and Liaison:

- Liaise with Curriculum Leaders on pupil entries.
- Disseminate information about public exams to staff, pupils, and their families.
- Address complaints and queries about public examinations from staff, families, and pupils.
- Ensure accurate entries for all public examinations.
- Ensure staff receive all relevant information from the Examination Boards and JCQ.

Budget and Financial Management:

- Prepare and agree on a budget for the direct and ancillary costs of examinations after liaising with Curriculum Leaders and the Business Manager.
- Inform Finance of commitments relating to examinations.
- Check and process invoices from Examination Boards for payment.

Timetabling and Logistics:

- Provide and agree on examination timetables and seating plans.
- Manage examination timetable clashes and make appropriate provisions for pupils.
- Oversee the invigilation process for exams.

Invigilation and Recruitment:

- Recruit external invigilators and ensure they have up-to-date DBS checks and training in examination protocols.
- Ensure all examination question papers are checked on arrival and stored securely.
- Provide and train invigilators for internal examinations.

Facility and Resource Management:

- Ensure rooms/halls are available for examinations and arranged according to Examination Boards regulations.
- Provide daily lists of allocated rooms during examinations and ensure they are set up according to regulations.



- Ensure all necessary examination materials and stationery are available.

Policy and Procedure Implementation:

- Support the production, application, and regular review of all relevant policies, procedures, and protocols.
- Liaise with the school SENCO to ensure access arrangements are in place and understood by candidates and invigilators.
- Process special considerations and liaise with staff and exam candidates as needed.

Script and Result Management:

- Ensure that the papers are transported, packed and collected appropriately.
- Ensure completed scripts are posted to the relevant examiner or moderator.
- Ensure teaching staff and pupils understand examination requirements and critical dates.
- Maintain and adhere to a calendar for coursework deadlines and ensure coursework is posted to the relevant examination board by the set date.
- Process exam results according to regulations and ensure candidates receive them promptly.
- Provide up-to-date examination entry information to the data manager for census data and external applications (e.g., 4Matrix, ALPS).
- Retrieve costs of examination entry from absentees and arrange reports and queries about exam results from the examination board.
- Arrange and be present on exam results days, including distribution of results and associated information.
- Administer all enquiries about results (EARs) post results.
- Arrange examination provisions for candidates who are not pupils at this school when necessary.

Internal Exams

Management and Protocols:

- Have oversight of the mock exam process
- Manage all internal examinations to ensure good practice is established and understood by staff and pupils.
- Establish and enforce an internal school exam protocol.
- Ensure completed scripts are delivered to the relevant Curriculum Leaders immediately after the examination.

Further data/administration support:

- When there are limited exams scheduled, to support with additional administration support as appropriate.



Person Specification

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> → Sound educational background including GCSE Maths and English (A*-C or equivalent) 	
Knowledge & Experience	<ul style="list-style-type: none"> → Experience of delivering to deadlines and achieving set targets to a high standard. → Experience of allocating and prioritising workload effectively to gain maximum productivity. → Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook 	<ul style="list-style-type: none"> → Experience of working in a school environment. → Experience of working with confidential information. → Awareness of current issues in Education.
Skills	<ul style="list-style-type: none"> → Knowledge of relevant SIMS modules. → Excellent planning and organisational skills. → Ability to work independently to organise my own workload. → Strong interpersonal skills. → Highly motivated individual with an innovative approach. → Problem solving and analytical skills. → Ability to evaluate processes and identify improvements. → Ability to demonstrate engaging oral and written communication. 	<ul style="list-style-type: none"> → Working knowledge of school administration procedures. → Exams experience. → Advanced in the use of Microsoft Excel.



Qualities	<ul style="list-style-type: none"> → Ability to make effective decisions. → Ability to work accurately and methodically. → Excellent time management. → Ability to remain calm under pressure. → Flexible → Good team player. → Willingness to undertake further training → An understanding of complexity of working in a school but the joy that is central to that work → Commitment to safeguarding & promoting the welfare of children. 	
-----------	---	--

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 are expected to contribute to the overall ethos/work/aims of the organisation. 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.

Employee Name:	
Employee Signature:	Date:
Line Manager Signature:	
Employee Signature:	Date:

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment

