



## Job description

<b>Post title:</b>	<b>Examinations Officer</b>
<b>Responsible to:</b>	<b>Deputy Headteacher</b>
<b>Grade:</b>	<b>Grade 9 SCP 19 - 25 £28,293.88 - £32,254 Actual Salary (FTE - £29,777 - £33,945)</b>
<b>Hours:</b>	<b>37 hours per week Mon-Thurs 8.00am – 4.00pm Fri 8.00am – 3.30pm (½ hour lunch) Term time plus 3 weeks Inc. Exam Results Days (Extra hours may be required during busy exam periods)</b>

### **Main Job Purpose**

Examinations officers play a pivotal role in schools and colleges in the administration, management and conducting of examinations.

To manage all arrangements for all internal and public examination entries e.g. GCSE / GCE / BTEC and equivalent and ensure that these are conducted in accordance with Joint Council for Qualifications (JCQ) and examination board regulations.

Ensure the necessary Exams related policies and procedures are created, updated and reviewed annually and distributed across the full staff.

### **Main Responsibilities and Duties**

1. Responsible for the organisation of Internal and External examinations including related resources and room allocations within the school, ensuring examinations start and finish appropriately in line with examination board and JCQ regulations.
2. Manage the organisation and smooth operational running of internal mock examinations and standardised baseline assessments as well as the relevant invigilation of these assessments.
3. To advise and liaise with staff and students regarding examination entry deadlines and ensuring that student examination entries are processed accordingly to meet all submission deadlines.
4. Coordinate with the SENDCO to facilitate any required access arrangements required to support students, and where appropriate, ensure requests are made to the relevant exam boards for modified papers to meet the students' needs.
5. In liaison with the appropriate staff (curriculum leaders, SENDCO, site/IT teams) to produce an annual examinations timeline and resourcing plan that identifies appropriate timetabling/room arrangements and identifies the required preparation and furnishing of identified venues for the conduct of examinations.
6. Ensure necessary stationery is available for students sitting exams.
7. Responsible for distributing, collating and managing the Conflict of Interest mitigation document, and the responses.
8. To produce student examination timetables to ensure pupil attendance requirements are met.
9. Provide information on examinations in an appropriate format for parents and staff and deal with security issues surrounding timetable clashes and the close supervision of students.
10. Ensure all necessary administrative tasks relating to the preparation for, the sitting of and despatch of papers relating to the examination of students by the relevant external body within the guidelines and timeframe set by those bodies.
11. Under the direction of the Deputy Headteacher responsible for the facilitation of 'Results Days'. This will include managing the receipt of examination results for both KS4 and KS5 and coordinating the preparation and distribution of results for both students and staff.
12. Responsible for the post exams provision that includes (but is not limited to) managing post-exam queries i.e. appeals, review of results, return of scripts and complaints processing by exam boards.

13. Responsible for coordinating the distribution of certificates in liaison with the Deputy Headteacher.
14. Line Management responsibility for both the exam invigilation team and exams-related administrative staff, to include the recruitment, training, direction and attendance of these employees.
15. Manage the exams budget ensuring all spends are monitored and tracked against this.
16. Plan with senior staff the required external examination contingency/emergency plans.
17. Keeping a record of colleagues that have failed to meet deadlines on multiple occasions and reporting this to senior colleagues where appropriate.
18. Under the direction of the Deputy Headteacher, responsible for the safe and secure maintenance and management of the school's examination data (computerised and manual records) in a confidential manner. and the reporting of that data to the appropriate agencies.
19. Develop a detailed knowledge of the examination administrative requirements of external bodies recognised and used by the school and remain up to date with current examination policy/regulation.
20. Liaise with teaching staff, other school staff as appropriate, Local Authority officers and officers of the external examination bodies, as necessary.
21. Contribute to the ongoing development of exams through the adoption of appropriate examination and result analysis software.
22. General office duties e.g. filing, photocopying, collating reports, distribution of exam results/certificates.
23. To be a team player and contribute within your own capabilities towards the school vision.
24. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
25. Undertake such other duties as reasonably required by the Headteacher.

### **Working Environment**

- Office based post.
- Subject to substantial and frequent periods of computer input and data manipulation.
- Occasionally processing heavy loads of incoming/outgoing mail.
- Occasionally required to lift and transport heavy parcels containing examination papers (can exceed 5kg)