



HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

JOB DESCRIPTION

NAME:

POST: Examinations Officer

Permanent, Term time only plus two weeks

36.50 hours per week

GRADE: 3

PAY RANGE: Spinal Point 9-22

Subject to formal evaluation under the Pay Equity Review" by the salary/Grade.

JOB PURPOSE: Responsibility for the administration, organisation and smooth running of public examinations.

DUTIES AND RESPONSIBILITIES:

- To liaise with subject leaders to obtain accurate pupil examination entries
- To submit registrations, entries and amendments to relevant awarding bodies in line with published deadlines
- Where appropriate, to make arrangements for pupils at this centre to take examinations in subjects that have been studied elsewhere, e.g. community languages
- To disseminate information about public exams to staff, pupils and parents
- To organise the secure receipt and storage of exam papers, ensuring compliance with JCQ regulations
- To liaise with the Deputy Head (Curriculum) to ensure that the school has in place all necessary examination-related policies and procedures
- To be responsible for the daily running of public examinations (including practical's), ensuring compliance with JCQ regulations in all aspects of organisation and delivery
- To liaise closely with Deputy Head (Curriculum) in making appropriate administration, invigilation and rooming arrangements
- To be responsible for administration and delivery of internal examinations and reading ability tests, liaising with Deputy Head (Curriculum) over timetabling and cover

- To maintain a team of suitably trained invigilators to cover both internal and external examinations
- To brief pupils on examination regulations, and to disseminate relevant guidance and information to both staff and pupils
- To manage examination-related procedures (e.g. special consideration, candidate transfers, malpractice allegations) and to support the SENDCo in producing access arrangement applications
- To maintain appropriate levels of both exam stationery and all equipment required for the efficient administration of exams
- To be responsible for the annual download of external examination results and subsequent distribution to pupils (typically in late August)
- To manage requests for post-results enquiries from both staff and pupils, including collection of fees as appropriate and distribution of outcomes
- To provide relevant statistics on examination entry and examination results to the head, the governors, the LEA and the DfE as appropriate
- To check DfE statistics and examination results information before publication
- To check and arrange distribution of qualification certificates to pupils
- To support with the administration of student data, the collection of assessment data and production of relevant reports
- To assist with SIMS end of year processes such as academic promotion and creation of the new academic year

GENERAL: Support Staff

Please note all individuals should

- Take responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, Every Child Matters and reporting all concerns to an appropriate person.
- Promote and ensure the health and safety of pupils, staff and visitors at all times.
- Ensure all tasks are carried out with due regard to Health and Safety and deficiencies reported immediately.
- To actively promote the equalities and diversity agenda in the workplace and in-service delivery
- Take responsibility for own professional development and use the outcomes to improve work performance and share expertise with colleagues.
- To participate in My Appraisal in accordance with the generic school plan for My Appraisal.
- Support the management of relevant items on the Risk Register.
- Support the development of relevant current initiatives e.g. Publicity Consent
- Adhere to the ethos of the school, promoting the agreed vision and aims.
- Set an example of personal integrity, professionalism and be an effective team player.
- Attend appropriate meetings as required
- Plan own work to ensure the meeting of defined objectives.
- Keep abreast of current educational developments.

- Contribute to the efficient operation of the school through regular duties.
- Perform any other duties as commensurate within the grade in order to ensure the smooth running of the school.

SUPERVISION RECEIVED:

Supervising Officer's Job Title: Senior Office (Data) Manager

LEVEL OF SUPERVISION

- Left to work within established guidelines subject to scrutiny by supervisor.
- Plan own work to ensure the meeting of defined objectives.

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work at.

The Job Description may be subject to review and / or amendment at any time to reflect the needs of the school. These amendments will be made in consultation with the existing post holder and will be commensurate with the grade of the role.

6. REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder.

Job Description issued following consultation by

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Signature of Headteacher

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Signature of Post Holder

Date.....

