



Job Description

Post:	Examinations Officer
Pay Scale:	Grade 5, SCP 12-17
Accountable to:	Headteacher / Deputy Headteacher
Responsible to:	SLT Line Manager
Responsible for:	Invigilation Team
Main Location:	St. Cuthbert's RC High School

Purpose and Objectives of Post

- The Examinations Officer is a non-teaching member of the staff who has overall responsibility for all aspects of planning, organisation and administration duties to ensure the smooth running of all examinations within the school, including public examinations.
- The Examinations Officer oversees and administers the whole exam process, including resolving timetable clashes; making sure special requirements are met; and liaising with external examining bodies.
- The post also involves general administrative duties, including support to the Trust Data Manager when required.

Main Duties

- To act as a central point of contact for all matters relating to all examinations.
- To be responsible for all correspondence with examination boards.
- To be the lead point of contact during all external examination inspections.
- Design, implement and review all examination policies on an annual basis. Produce guidelines on examinations procedures for staff, pupils and parents.
- To arrange meetings with Faculty Leaders to ensure accuracy of all subject specifications informing them of any relevant changes.
- To be familiar with rules and regulations issued by examination boards and to ensure awareness and compliance by Heads of Department, invigilators and candidates.
- To advise the Senior Leadership Team on the organisation, administration and conduct of internal and external examinations.
- To set calendar deadlines and schedules for all stages in the process of entering and examining students for external examinations, and to inform pupils and staff of details.
- To prepare examination entry forms and to liaise with Heads of Department in completing and despatching accurate lists of candidates to examination boards at the dates set by the boards.
- To check and confirm all examination entries with departments and candidates.
- Advise students of the examination boards' code of conduct during examinations.
- To collect and collate predicted grades for all external examinations.
- To liaise with the SENCO to ensure that all pupils have access to relevant examinations and assessment regardless of ability and complete and manage all the relevant Access Arrangement documentation in accordance with JCQ regulations.



- To complete special consideration forms for unwell/injured/absent candidates where appropriate.
- Ensure the correct number of external examination papers have been received and be responsible for the storage and security of the papers and completed examination work as necessary.
- To make practical and administrative arrangements for the conduct of all examinations, including rooming timetables; statements of entry to candidates; availability of papers and stationery; seating and numbering arrangements and liaison with caretakers as necessary.
- Management, recruitment and training of the external invigilation team (20) with regard to invigilation requirements, arrangements for the beginning and end of exams and school procedures.
- To produce timetables for external invigilators.
- To officiate at the start and end of examinations.
- To collect, sort, check, pack and arrange postage of examination scripts and associated administrative documents.
- To collect coursework, controlled assessments, mark sheets and samples of coursework for transmission to examination boards, together with any forecast grades required.
- To download results at the relevant times, printing off the appropriate documentation and to make the necessary arrangements for their distribution to pupils.
- Being present and available in school on the days when results are notified and overseeing the distribution of results to candidates on the day.
- To manage and coordinate any administrative tasks required relating to re-sits, queries and appeals, following consultation with relevant staff, (Line Manager or Headteacher).
- To provide statistical data and analysis including value added analysis as required by the SLT in connection with public and school examinations and or other assessment activities.
- To be responsible for the management of the exam budget and keep accurate records of exam entry costs and report on the examinations budget to the Senior Leadership Team.
- To make arrangements to receive, check, file, store and secure all certificates relating to external examinations; to participate in the organisation and arrangements for their distribution at both presentation evenings and subsequently.
- To collect and input as required various performance, summative and formative of data into Assessment Manager, including GCSE results and scores.
- To set up marksheets etc in SIMS Assessment Manager for the collection of data.
- To deal with staff, pupil and parent enquiries and requirements as they arise, including all appeals and result enquiries.
- Organise and chair Examination Officers Network Meetings. Attend Exam Board meetings as required.



Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.



Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		
Education: 5 A*-C GCSEs or equivalent including English and Maths.	E	C,A,I
Knowledge & Experience		
Excellent communication/ interpersonal skills including experience of liaising with professionals.	E	A, I, R
Experience working within a school environment.	E	A, I, R
Ability to prioritise work and meet deadlines.	E	A, I, R
The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.	E	A, I, R
Good record of attendance and punctuality	E	A, R
Ability to work effectively within a team environment.	E	A, I, R
Technical Skills & Ability		
Knowledge of ICT applications/software and SIMS system.	E	A, I, R
Ability to manage information and to present a report.	E	I
Ability to organise staff and timetables.	E	A, I, R