

The Bemrose School

Exams Officer Job Description

The Bemrose School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Scale 6 - SCP 18-22 £29,269 to £31,364

Hours: 52 weeks at 37 Hours per week worked flexibly depending on exam periods

Contract type: Full Time

Reporting to: Leadership Team- Exams

Responsible for: Exam Invigilators

Main purpose

The examinations officer is responsible for the organisation and smooth running of both internal and external examinations. The officer acts as the primary liaison between the school and external examination bodies. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ) and will ensure that the school is compliant with these before, during, and after examination periods.

Duties and responsibilities

Planning and organisation

- Understand the regulations and requirements of all examinations held by the school, both internal and external
- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these regulations
- Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials
- Contribute to development and review of examination-related school policies
- Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils and are administered
- Manage registration of candidates for all examinations
- Work with the finance team to ensure all examination fees are paid, as necessary.
- Undertake duties as required by the exam regulations as laid down by JCQ and the examination boards
- Undertake, where required and where able, other duties requested by the Line Manager, for example:
- centre supervision of exam timetable clash candidates between exam sessions

- facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
- other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'.

Exam management

- Recruit, train and manage invigilators as required
- Ensure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ
- Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing
- Ensure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures.
- Carry out necessary administrative tasks related to the organisation of examination sessions
- Support the SENCO and lead TA for access arrangements to implement access arrangements and reasonable adjustments as required
- Manage arrangements for the safe and secure storage and dispatch of completed examination papers
- Manage any unexpected issues or emergencies that arise during an examination session
- Submit reports to examining bodies, as required.

Results and data management

- Make arrangements for sharing results with students (e.g., results day)
- Ensure results are received by the school in a secure and confidential way
- Be familiar with data analysis reports and tools, and be able to share results data with stakeholders as appropriate
- Arrange receipt and distribution of examination certificates to candidates.
- Manage retention of results, including certificates, for the school's records

Training and development

- Undertake training as appropriate for the role.
- Be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate

Other areas of responsibility

The examinations officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the examinations officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher or Head of School.