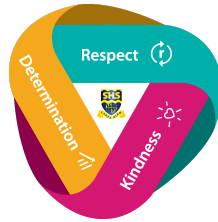


The Stourport High School & VIth Form College

Job Description



Post: Examinations Officer

Post holder:

Reporting to: SLT line attached

Salary: NJC Scale 5

Providing an equitable educational experience for all of our students is fundamental at Stourport High School & VIth Form College, ensuring all students can access education to meet their individual needs is, therefore, a priority.

The main purpose of the role is to facilitate the effective delivery of examinations and assessments. The Examinations Officer will be responsible for ensuring the school meets the statutory requirements in relation to examinations and keep abreast of best practice developments in order to inform internal procedures and processes are most effective. The postholder will be expected to contribute to the systems and structures of the school to ensure effective practice that underpins the culture of high aspiration and expectation for all students.

The school is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.

KEY RESPONSIBILITIES

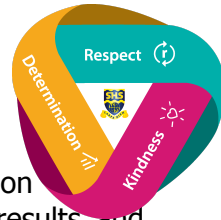
- To embody the values, vision and ethos of The Stourport High School & VI Form College and the Severn Academies Educational Trust.
- Assist the Principal in delivering policy that will ensure high quality and successful outcomes for Stourport High School and VIth Form College
- Take responsibility for your own ongoing personal development and growth of expertise.
- Modelling and promoting the Trust's wellbeing principles.
- Contributing to the continued delivery and development of the Trusts aims as outlined in our 'Pledge'.
- Committed to delivering the highest standards of learning support to students with a range of needs
- To oversee all arrangements for all public examination entries.
- To be responsible for ensuring the school meets the statutory requirements in relation to examinations.
- To keep abreast of best practice developments in order to inform internal procedures and processes are most effective.
- To be aware of responsibilities towards behaviour management and respond accordingly whenever required

SPECIFIC DUTIES

- To oversee all student examination entries and systems.
- Ensure all legal procedures, pertaining to examination procedures are adhered to as published by the examination boards and that such regulations are publicly displayed and students duly informed.
- To organise all examination sessions, including practical/oral examinations, online examinations, mock examinations and internal exams, ensuring all examinations start and finish appropriately, in line with examination board regulations.
- To organise the examination calendar, giving due notice of examination requirements and changes.
- To publicise the appropriate examinations timetable, briefing staff where appropriate.
- Ensure that all necessary stationery, materials and other requirements are provided for examinations.

The Stourport High School & Vith Form College

Job Description



- Ensure that students are given all the necessary relevant information about examination dates and times of examinations, conduct during examinations and the collection of results and certificates in good time.
- Liaise with subject leaders regarding examination entries, circulating information as necessary, collecting and posting controlled assessments/coursework where necessary.
- Communicate effectively with examination boards and relevant bodies.
- Compile seating plans and liaise with site staff for the preparation of the examination rooms, ensuring accurate registers and seating plan records are maintained.
- Make arrangements for students taking examinations, using laptops, or otherwise, sitting examinations outside of the normal venues.
- In liaison with the relevant member of SLT, ensure cover arrangements and rooming requirements are in place for examinations.
- To coordinate invigilation staff, including the provision of training as necessary.
- To organise the special access arrangements for relevant candidates in liaison with the SENDCo.
- To oversee the receipt, secure storage and distribution of examination papers and stationery in accordance with JCQ guidelines.
- To be the first point of contact for all enquiries from parents and students in relation to examinations.
- To ensure secure storage of examination certificates prior to distribution to students.
- Coordinate the publication and distribution of results.
- Coordinate special consideration requests and post-examination queries.
- To respond to and report any instance of examination malpractice to Exam Boards via the Principal.
- To work with the Data Systems Manager to ensure that the course management module of the management information system (MIS) is up to date at all times, in line with the associated examination entries.
- To be aware of the sensitivities around handling student data and carry out duties in accordance with the General Data Protection regulations.
- To undertake such other duties and responsibilities of an equivalent nature, as defined by line management from time-to-time.

General Accountabilities

- So far as reasonably practicable, the post-holder must promote safe working practices by employees in school premises / work areas to maintain a safe working environment for employees and service users. These are defined in SAET Health and Safety policy.
- Work in compliance with the Codes of Conduct, regulations and policies of the Trust and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation / professional standards.

Safeguarding

The safety and well-being of our children is central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of our Trust.

Equalities

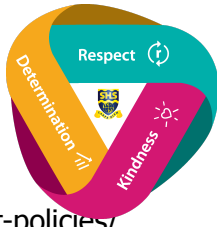
We have a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

The Stourport High School & Vith Form College

Job Description

GDPR

Our GDPR privacy notices can be viewed on our website: <https://saet.co.uk/key-information/saet-policies/>



The above responsibilities are subject to the general duties and responsibilities contained in the most recent statement of conditions of employment. These duties are given as a guideline only and are not exhaustive. Other tasks and activities commensurate with the scale of the post may be required under the direction of the Line Manager or a member of the Senior Leadership Team.

1. The Trust reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
2. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equality Policy.