

Date: September 2025

Job Title: EXAMINATIONS, POST 16 & WEX CO-ORDINATOR

Responsible to: Deputy Headteacher

GRADE: H4.1-H4.4

Hours: 34 hours & 25 mins per week - term time plus inset days (plus 25 mins daily unpaid break)

1. Role Summary:

1. To be responsible for the administration, organisation and smooth running of the schools' external examinations.
2. To plan and coordinate the careers programme and transition to post 16 education

2. Main Responsibilities of the role:

Examination Management:

1. To have full responsibility for the organisation and supervision of the school's external examination process, ensuring adequate security and the adherence to appropriate examination board regulations and routines takes place.
2. Coordinate the preparation and submission of entries to examination boards in advance of deadlines. Collate and submit required information for controlled assessment and/or coursework as required to efficiently meet required deadlines.
3. To manage correspondence with curriculum areas, examination boards and parents/carers including former pupils.
4. To organise SEN provision and special arrangements for mock and public exams including arranging invigilation training.
5. The organisation of exam materials, examination rooms, publication and distribution of exam timetables, procedures and exam board information including the resolution of clashes in accordance with regulations.
6. Management of the conduct of all examinations ensuring that they meet with the regulations set out by the Joint Council for General Qualifications (JCGQ) covering all unitary exam bodies.
7. To manage JCQ inspections and, in consultation with the Deputy Head, ensure that all policies and procedures are kept up-to-date.
8. Manage the daily running of external examinations, including ensuring the examination materials are in place for the start of the examination and collected and dispatched after the examination in accordance with the appropriate regulations. To include managing the secure storage of examination papers, checking and distribution of examination results and certificates.
9. Being present and available in school on the days when results are notified.
10. Providing statistics on examination entries and results for the headteacher, senior leadership team and governors.
11. Deal with enquiries from parents and students, including former students.
12. Liaising with the National Assessment Agency and Examination Officers Association as appropriate
13. To manage and organise the necessary requirements for all of the accredited/non-examination options across KS4; such as ASDAN and WJEC - including registering pupils for entry, collating work evidence for moderation and ensuring certification is applied for; all in line with the relevant regulatory organisations and bodies

3. Careers Programme and Post 16 Transition

Work Experience

1. Source and vet work experience placements for pupils.
2. Source, plan and deliver work experience opportunities on site using external agencies.
3. Arrange any extended work experience for individual pupils to include risk assessments, transport and formally monitoring progress
4. Adhere to Gatsby benchmark requirements and sharing of information

Post 16 Transition

1. Organise and arrange annual careers / Post 16 event for Years 9-11 and their respective carers/parents (to be held at the beginning of the school year).
2. Arrange group taster sessions at colleges, ensuring risk assessments and transport to and from are organised.
3. Circulate college information and arrange open evening dates.
4. Ensure all college applications are received at the appropriate time.
5. Produce Records of Achievement for Year 11.
6. Arrange interviews for all KS4 pupils relating to transition, ensuring pupils and parents/carers are informed.
7. Ensure relevant paperwork is produced, sent home and filed in school following interviews.
8. Support with the planning and arranging of Year 11 'Leavers Week'
9. Regularly review & update relevant sections of the school website relating to job role

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

It is not always possible to define completely the duties and responsibilities and the Headteacher may vary these from time to time without changing their general character or the level of responsibility entailed.