



Hyde High School

Job description: Exams Officer and CEIAG Support
Grade: F
Working pattern: 36 hours per week, term time only plus one week

Responsible to Office Manager

Core Role
The postholder will be responsible for the effective and efficient organisation and administration of all external and internal examinations across the school and all associated systems, staffing and protocols.
This role also involves administrative and organisational support for the school's aspirational Careers Education, Information, Advice and Guidance (CEIAG) programme.

Key duties

Maintain, develop and implement systems to manage and coordinate the administration of all external and internal examinations.

External Examinations

Keep up to date and ensure school compliance with all JCQ and Awarding Body regulations, ensuring the dissemination of information throughout the school as required.

Contribute to the creation, review and updating of examination-related policies and procedures and accurately reflect these in working practices.

Annually confirm the information required by the annual National Centre Number Register update.

Ensure the school has centre approval for Awarding Bodies.

Be the first point of contact for Awarding Bodies and liaise with them as necessary.

Communicate clear deadlines to colleagues as necessary.

Liaise with Heads of Department to ensure all examination entries are correct and completed in accordance with exam board deadlines.

Submit timely entries for external examinations to the examination boards using the relevant systems.

Ensure all candidates are notified of their examination entries and the dates and times of their examinations or assessments.

Manage individual examination clashes in line with regulations.

Collate and disseminate to staff a timetable for each examination series.

Ensure that examination information on the school website is clear, accurate and up to date.

Support the SENCO in implementing examination access arrangements and reasonable adjustments for eligible candidates.

Liaise with colleagues to identify appropriate venues for each examination and communicate the plan to site staff.

Create seating plans for each examination and each venue.

Produce and disseminate individual examination timetables to pupils.

Update and disseminate written guidelines for staff, pupils and invigilators relating to examination procedures and regulations.

In assemblies, brief candidates on examination procedures, regulations and required conduct.

Manage stock control of examination-related resources.

Alongside Heads of Department, ensure the completion of all externally moderated assessments are in line with awarding body deadlines, and dispatch samples to moderators.

Be responsible for the secure receipt, checking and storage of examination papers, ensuring compliance with all JCQ regulations.

Train, manage and schedule examination invigilators and participate in recruitment of this team.

Organise examination venues including resources, invigilation teams and displayed information including seating plans.

Liaise with the site team to ensure that venues are set up appropriately.

Manage the daily administration of external examinations throughout the examination series.
Be responsible for appropriate evacuation of staff and candidates from examination areas should the need arise.
Effectively manage the secure storage and dispatch of examination scripts for marking.
Actively support the Headteacher in cooperating with the JCQ inspection service.
Support the Headteacher in investigating and reporting cases of suspected or actual malpractice.
Download and check all external examination results the day prior to Results Day and liaise with SLT to prepare for dissemination to pupils.
Ensure that accurate results information is printed and ready for collection by pupils on Results Day.
Oversee the organisation of Results Day.
Respond to queries and administer applications for post-results services in line with regulations.
Be the first point of contact for queries or complaints relating to external examinations.
Manage and administer the receipt, distribution and retention of examination certificates according to the regulations.
Be responsible for arrangements for Certificates Evening.
Oversee the finances related to all exam fees, invigilation and associated costs.
Liaise with the Finance Officer regarding retrieval of examination costs from candidates as required.
Undertake any other administrative tasks relating to examinations.

Internal Examinations

Manage, organise and administer internal (mock) examinations in school in the format of formal external examinations.

CEAIG support

Work with the Careers Advisor and Assistant Headteacher to develop, organise and evaluate a work experience programme.

Work alongside the Careers Advisor to plan, deliver and evaluate CEAIG events and activities across the school.

Coordinate the Gateways programme of educational university visits for disadvantaged high ability learners (12 pupils per year group).

General

Work flexibly and proactively as part of the school's wider Administration Team and support or cover for colleagues as required.

Assist with the collation and analysis of internal and external assessment results.

Act as a First Aider in school (training provided).

Assist with supervision at lunchtimes or breaktimes as required.

This job description will be subject to review and may be modified or amended at any time after consultation with the post holder.

All adults at Hyde High School are expected to:

- actively promote the school's positive and inclusive ethos and values;
- subscribe to the priorities within the School Improvement Plan;
- play a full part in the life of the school community;
- comply with and promote the school's corporate policies including, but not restricted to Health and Safety, Child Protection, Safeguarding and Data Protection;
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Hyde High School is committed to safeguarding and expects all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check.