

## JOB DESCRIPTION

<b>Department:</b>	Education
<b>Section:</b>	Frome College
<b>Job Title:</b>	Examinations Officer
<b>Reports To:</b>	Data & Assessment Manager
<b>Main Purpose of Job:</b>	
<p>To assist in promoting the vision of Frome College as a centre of excellence for teaching and learning the Examinations and Data officer will be:</p> <ul style="list-style-type: none"> <li>• Responsible for the arrangement and organisation of all internal and external examinations</li> <li>• Guide and support staff through the examination and assessment timetable to ensure all processes are carried out efficiently, effectively, securely and within deadlines</li> <li>• As part of the data team, assist in the production and analysis of student data and reports</li> </ul>	
<b>Main Responsibilities and Duties:</b>	
<ul style="list-style-type: none"> <li>• Undertake all the administration requirements to ensure a smooth, accurate, effective and timely operation of all internal and external examinations, ensuring all exam board regulations are met.</li> <li>• To be responsible for the submission of punctual and accurate examination entries, forecast grades and controlled assessment/coursework marks. Register students taking BTEC and similar courses</li> <li>• Develop and maintain an annual examination calendar, circulating to the relevant staff as appropriate to ensure deadlines are maintained and late fees avoided</li> <li>• Ensure arrangements for exams are communicated to all stake holders including college staff, students and parents/carers</li> <li>• To liaise with the SEN department and Pastoral team to ensure appropriate special arrangements for any candidate who needs them</li> <li>• To be responsible for the running of all public and internal exams including production of timetables, ensuring logistical requirements are met e.g. liaising with the site team regarding additional exam rooms/furniture, ensuring room changes are made</li> <li>• To ensure the security of all examination material and to check the facilities for examinations meet with the requirements of the board</li> <li>• To create the invigilation timetable, booking and liaising with external invigilators as required. Supervise invigilators, provide training to new invigilators and arrange a meeting twice a year for all invigilators to provide ongoing training and feedback</li> <li>• Download and process examination results, providing results to students</li> <li>• To be the main link between the college and the examination boards to distribute materials</li> </ul>	

from boards to staff

- Undertake an annual review of examinations, bringing forward recommendation for improvement
- To update the exam policy and other associated policies as and when required
- To monitor exam expenditure and provide exam entry estimates to the Business Manager. Check and authorise exam invoices for payment.
- As part of the data team, analyse and disseminate student progress and examination data
- To organise the certificates for Presentation Evening.
- To cover break duties as required.
- Any other tasks relevant to the grade

#### **Facts and Figures:**

- Maintain the database within the examinations module of Sims for all students (currently 1250) Processing thousands of exam entries and results each year
- Coordinate the invigilators during the exam season (currently 18) and organise the work of the two administrators that support the Exams Officer during the exam season
- Frome College is a large Secondary School with approximately 1290 students (11-18 years)
- Approximately 200 staff
- Responsibility for the accuracy of information inputted into the college's exam and assessment systems

#### **SUPPORTING PROCESSES**

##### **Problem Solving and Creativity:**

- Highly organised. Works to strict deadlines, reacting to a variety of requests and queries and frequent interruptions to work, which may result in changing priorities
- Meeting the individual needs of Teachers, Curriculum Leaders, Pastoral Leaders and SLT in relation to examination and assessment data to support student progress

##### **Decision Making:**

- The post holder will be expected to take decisions on a day to day basis to ensure that examination deadlines and requirements are met
- The post holder will provide solutions to most issues but alert their line manager and senior leadership team at an early stage to problems with a whole college impact
- Determine course of action in the event of any malpractice or improper behaviour by participants
- Works within guidelines, answering normal queries, referring more difficult decisions to the line manager (Data & Assessment Manager)
- Makes recommendations for development of examination and assessment procedures in consultation with line manager

##### **Physical Effort and Working Conditions:**

- Works within normal school environment with frequent and prolonged use of ICT
- Works in a shared open plan office environment with facilities to make a hot drink as required
- Colour printer available in shared office and link to photocopier
- Requires physical effort to sort and pack examination papers

**Contacts and Relationships:**

- Daily contact possible with all school staff, via email or in person as required
- Help line support for Sims
- Attendance at user group meetings provides further support and networking
- Regular formal meetings and day to day contact with line managers to support all responsibilities

**Additional Information:**

- The post holder will be required to take an active role in providing and developing an excellent business service for the College
- A can-do attitude and flexible approach are essential to this post
- A 'hands on' position
- Comply in all respects with the requirements of the data protection act and maintain strict confidentiality
- To attend college events as appropriate
- During the examination season this position will require the candidate to work additional hours to ensure the smooth running of the examinations. Time in lieu will be claimed for additional hours
- Promote and safeguard the welfare of young people you are responsible for or come into contact with
- Work as part of a team
- Dress – smart business dress

**Knowledge, Skills and Experience:**

- Personal attributes to include good communication skills, flexibility, ability to use own initiative, ability to prioritise workload, ability to work in a team, be organised, reliable, tactful and confidential
- Appropriate ICT skills including Microsoft office and Sims. Post holder will become proficient with the examination and assessment modules within Sims (training will be provided)
- A high level of skill in excel will be required to facilitate this role
- Post holder will be expected to develop a detailed knowledge of examination administration, systems and procedures to solve all exam related problems in consultations with staff, students and parents as required
- Will be required to attend training courses to update skills as necessary

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder ..... Date: .....

Line Manager ..... Date: .....