

# *Reigate School*

## **Job Description**

Position: Exams Officer

Salary Range: Greensand pay point 10 – 14, FTE £23,466 to £25,890, Pro Rata £12,380 to £13,658 (plus an annual additional allowance for work over the exam season)

Hours: 21 hours per week (8.30 – 4.30, 3 days) 41 weeks per annum plus an additional 20 days across the exam season.

Reporting to: Deputy Headteacher

The Exams Officer will carry out the responsibilities listed below in a manner which is in keeping with the ethos of the school.

### **Purpose**

To be responsible for the smooth running and administration of all internal and public examinations and to liaise with teachers, students, parents and examination boards in respect of examination requirements, entries, results and communications, whilst ensuring the schools adheres to all Awarding Bodies regulations.

### **Key Accountabilities**

- Lead a team of up to 20 invigilators and work with senior staff to oversee any recruitment.
- Be responsible for the training and development of the invigilation team.
- Prepare and communicate an invigilation timetable and ensure that sufficient staff are available to meet all requirements.
- Maintain accurate records of invigilator attendance.
- Be the school's principal link with examination boards, following up queries from Heads of Department regarding examination-related issues,
- Disseminating, to relevant staff, literature regarding examinations or syllabuses, sent by examination boards.
- Assume the role of Head of Centre for administrative purposes.
- To be the point of contact for examination boards and acquire and maintain an up-to-date knowledge of the examinations system, examination board regulations and any changes which occur within the examinations field.

- Plan and publicise, each year, to staff, parents and students, the examinations schedule encompassing internal and public examinations.
- Liaise with examination boards regarding all aspects of policy relating to examination regulations, attending, when appropriate and in liaison with Line Manager, in-service training provided by examination boards, the QCA and other bodies
- Ensure that systems to be used for submission of examination entries and for the receipt, recording and issuing of results and certificates are working effectively and reviewed on a regular basis.
- Carry out the decisions of senior leaders in relation to choice of exam boards, examinations and entries.
- Liaise with Heads of Department regarding all examination entries and the timetable by which entries must be made.
- Be the principal administrator in preparing and submitting all examination entries to the relevant examination boards.
- Receive, check and distribute examination entry statements to students, making and submitting any amended entries to the Boards.
- Manage the receipt of examination results on results days, including the main August examination results days, in liaison with the Deputy Headteacher and to organise the distribution of results to students.
- Receive and process requests for review of results, receipt of scripts and appeals against results, liaising, as required, with relevant colleagues regarding educational aspects of such actions.
- Oversee the arrangements for special arrangements for relevant students, liaising with examination boards and the school's SEN Coordinator.
- Organise the sittings for all examinations, including internal school examinations, and publicising the examination schedule to staff and students.
- To liaise with the premises team to ensure exam venues are prepared accordingly.
- To publicise the examination schedule to families via school news and website.
- Ensure that all public examinations take place according to regulations published by the examination boards and that such regulations are publicly displayed and students duly informed.
- Receive examination papers and other relevant materials sent by examination boards and keep them in a secure place in the Examinations Store; collect, log and dispatch all examination scripts, for marking.
- Maintain accurate records of all examinations, including seating plans and registers

- Make arrangements for students taking examinations, using laptops, or otherwise, sitting examinations outside of the normal venues.
- Maintain the Examinations store in an appropriate manner, developing clear administrative systems, ensuring examination materials are kept securely and in a well-maintained condition.
- Assist, as required, with internal school examinations and other occasions when students are tested/ assessed in examination conditions.

#### **General**

- To undertake any training as required
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Trust.
- The role is 21 hours per week (3 days) over 41 weeks with an additional 20 days that are to be worked in accordance with the publication of exam timetables and are to be agreed with the Deputy Head Teacher.

We value all members of the school community equally and work together for the educational progress of all our students in partnership with the whole community.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Deputy Headteacher.

## Person Specification

Job Title: Examinations Officer		
	Essential	Desirable
<b>Professional and Experience</b>		
A Level or equivalent qualification		√
Experience in working in an educational environment		√
Experience with public examinations in any capacity		√
Experience of SIMS (School Information Management System) or equivalent		√
<b>Professional Experience</b>		
Experience of leading a team		√
Good administrative skills	√	
Excellent interpersonal skills	√	
Ability to forward plan	√	
Ability to manage and prioritise workload	√	
Ability to work under pressure to tight deadlines	√	
Ability to use ICT competently	√	
Ability to work unsupervised under the direction of senior staff	√	
<b>Personal Attributes</b>		
Excellent communication skills	√	
To be calm and flexible particularly during intense exam periods	√	
Commitment and understanding of equal opportunities	√	
Commitment to continuing professional development		√
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the Safeguarding and Child Protection policy		√