



JOB DESCRIPTION

Exams Officer

Post Title: Exams Officer
Hours: 37 hours per week, all year (term time working negotiable)
Line Manager: Assistant Headteacher (Curriculum & Assessment)
Salary: SO1-SO2

Main Purpose of Role:

- To oversee and manage all aspects of examinations in school.

Main Duties and Responsibilities:

- To enable the school to comply with all necessary regulations to ensure that candidates receive appropriate accreditation for their achievements and meet JCQ regulations
- To manage all aspects of internal and external examinations at an operational and administrative level
 - Downloading and importing external basedata
 - Creating domestic basedata
 - Create, manage and submit accurate entry and registration marksheets for general and vocational qualifications within published deadlines
 - Responsibility for the acceptance inspection and secure storage of examination papers and materials before, during and after examinations in accordance with JCQ regulations
 - Identify examination clashes and put appropriate arrangements in place, maintaining the security of all examinations
 - Organise the production and distribution of candidate, centre and invigilation timetables, seating plans and organise exam venue bookings
 - Making applications for candidate modified papers and transferred candidates as per JCQ regulations
 - Organise entry and collation of Non-Examined Assessment ensuring collection/delivery is recorded accurately and sent to the correct location

This job description may be subject to amendment or modification at any time after consultation with the post-holder.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post-holder's professional responsibilities and duties.



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- Organising dispatch of exam scripts following the completion of the required checks
- Download and import examination results to the MIS, maintaining confidentiality and ensuring distribution and retention rules are adhered to as per awarding body and JCQ regulations
- Oversee post results procedures and resit fees
- Be responsible for the acceptance, distribution and retention of examination certificates
- Manage and maintain examination data and information across school platforms
- Ensure examination policies are updated
- Liaising with students, parents, colleagues, awarding bodies and JCQ where necessary to resolve issues relating to examinations.
- Ensure Course Manager is current and accurate
- Manage the examination budget and liaise with the finance team
- Line manage Assistant Exams Officer
- To be responsible for recruitment and management of invigilators including induction and annual training
- To liaise with the SENCo and access arrangement team to ensure correct facilitation of approved access arrangements
- Keep up to date and comply with JCQ regulations changes and implement when necessary

General:

- To take part in the school's Professional Review Process to evaluate performance and take full advantage of any available training and professional development opportunities
- Be aware of and comply with policies and procedures relating to Safeguarding, Health & Safety, Security, confidentiality and strictly adhere to Data Protection regulations, reporting all concerns to an appropriate person/line manager
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in regular meetings when appropriate
- Following the archiving procedure and ensure files are kept up to date and stored appropriately.
- To assume such additional responsibilities relevant to this position as the Headteacher may from time to time request

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- The job description with prior consultation with the post holder may be changed by the Headteacher to reflect or anticipate any changes in the job.

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