



# Exams Officer Job Description

**Responsible to:** Deputy Headteacher (Teaching and Learning) on behalf of the Headteacher

**Hours of Employment:** 37 hrs per week (8.00-16.00 or similar, 20-minute paid break, and 30-minute unpaid lunch break)  
39 weeks per year (term time only, plus 1 September training day, and equivalent to 4 days over the summer holiday at results issue and to deal with enquiries from exam boards/families, which could occur at any time).

*In reality, 1443 hours per annum: there will need to flexibility in distribution of hours as during peak exam seasons, more hours will be required, which can be taken as TOIL by mutual agreement at quieter times.*

**Pay:** FTE £28658.  
39 weeks + holiday pay = 45.24 weeks of 52.143 (0.8676 of FTE = £24864 actual salary per year)

## Key Aspects Role:

- **Oversee arrangements for GCSE, A-level and IB examinations, along with any occasional examinations such as subject challenges and university entrance tests;**
- **Ensure all aspects of the external examinations system and reporting of results are organised efficiently, with due regard to exam regulations as updated and published annually by JCQ, IB and other regulatory bodies as appropriate;**
- **Coordinate and manage internal examinations as appropriate using similar practices to external exams, as to support students education towards end exams;**
- **Support the school data manager in data entry and collation as necessary.**

## Specific Responsibilities as Exams Officer:

- Ensure that the examinations process has integrity and Joint Council for qualifications (JCQ) regulations, as well as those of the International Baccalaureate (IB), and other boards as necessary, are applied consistently;
- Ensure effective communication procedures are in place for candidates, parents, teaching staff and centre management regarding all matters relating to exams procedures and conduct;
- Ensure all candidates receive fair access to assessments (including any access arrangements necessary) and are not disadvantaged by administrative errors;
- Liaise with SENDCO and ensure that provision of Examination Special Arrangements is appropriate. Make the necessary applications for access arrangements, collating documents/supporting evidence from SENDCO etc.;
- Issue candidate IDs;
- Maintain accurate and up-to-date candidate data, held and used in accordance with the General Data Protection Regulations;
- Make all necessary arrangements for candidates who are not enrolled at the centre to take examinations;
- Make accurate and timely assessment entries for external exams and internal assessments in accordance with awarding body procedure;
- Manage the receipt and checking of awarding body fees and liaise with those responsible for payment. Manage payment of exam fees in cases of candidate absence, as well as for appeals and retakes;

- Produce an exams timetable for all candidates, ensuring that there are no clashes for individual students;
- Organise the booking and setting-up of suitable locations for examinations and internal assessments, in accordance with JCQ/IB etc. regulations and awarding body requirements. Create a seating plan for candidates for externally-marked exams;
- Receive and store exam papers securely, in accordance with JCQ/IB etc. regulations. Ensure there are sufficient papers, stationery and access arrangements resources for candidates;
- Organise effective invigilation of examinations, including recruitment, training and management of an invigilation team, being willing to step in to invigilate as necessary during internal examinations, and where possible with external examinations, to ensure need and cost efficiency are balanced;
- Maintain suitable exam conditions in the exam rooms in accordance with JCQ/IB etc. regulations;
- Collect and securely store completed exams scripts. Send scripts for external marking in accordance with awarding body instructions;
- Working closely with the Deputy Head (Teaching & Learning) and Head of Sixth Form, be present for the receipt of results in summer and organise and oversee the release of exam results;
- Maintain up-to-date knowledge of examinations by engaging in appropriate CPD and networking;
- Ensure examination post results services are managed efficiently in liaison with subject staff, parents and students;
- To undertake additional duties as instructed by the Deputy Head (Teaching & Learning), commensurate with the nature and level of the role;
- Ensure teaching staff can access examination board services including examinations analysis;
- Provide accurate and checked exam results information in the appropriate format to staff, students and external bodies.

#### **Wider School Responsibilities:**

- To provide supervisory duty acting as an adult presence, as part of a wider team of support staff, patrolling outdoor play spaces during the second half of lunchtime;
- To support the data manager and Deputy Headteacher (Teaching and Learning) with data collection, supporting staff as needed with any administration in data entry, timely collection, and input;
- Support the Headteacher's Secretary in arrangements for the school entrance tests;
- During non-exam periods, provide support as a cover supervisor in the event of teacher absence, to ensure continued learning and access to learning resources in lessons;
- Be willing to fully engage with the wider life of school experiences which provide the best possible educational provision for TBGS students;
- Move hours to support at occasional out-of-hours events (e.g. assisting with refreshments);
- Any other appropriate tasks, as required by senior staff for the effective day-to-day operations of the school.