



# Examinations Officer

37 hours per week, term time plus 4 weeks  
H8, £32,076 - £34,834 (FTE) + Fringe  
Start date: Immediate, but with flexibility

We are looking to appoint an experienced Examinations Officer who will be responsible for the efficient and effective running of the administration of all internal and external examinations within the school. The successful applicant will be a team player who is able to cope with the pressures that come with this responsible role.

Presdales School is a single sex comprehensive school in Ware for girls aged 11-18, with boys welcomed into the Sixth Form. We are a school which values all students, irrespective of their age and ability and helps them to exceed expectations through high quality teaching and learning and the opportunity to take part in a wide variety of activities which will enrich their educational and personal development beyond the classroom.

We provide a caring environment where all students are supported, as well as challenged, to ensure that there is no limit to their potential. We prepare our students for a world that is constantly changing by encouraging them to be independent learners who are determined, confident and who never give up.

Alongside academic excellence there is a strong focus on enjoyment, excellent behaviour and respect for all.

*The school is committed to safeguarding and promoting the welfare of young people and expects staff to share this commitment. All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, referencing and other vetting checks, including online searches.*

Closing date for applications:

9.00am, Monday 9<sup>th</sup> September 2024

We expect to interview:

TBA

Please submit:

- A letter of application, no more than two sides of A4, outlining how you meet the person specification
- A completed application form (available on the school website)

*Presdales School is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/ or with protected characteristics, to apply.*

You can post your application to the school, or send by email to:

[recruitment@presdales.herts.sch.uk](mailto:recruitment@presdales.herts.sch.uk)

Please note that CVs will not be accepted. Prospective applicants are welcome to visit the school prior to the application process. Please contact the Head's PA at the above email address if you wish to arrange a visit.





# Person Specification Examinations Officer

We are looking for a candidate who is able to demonstrate the following essential or *desirable* requirements.

## Qualifications / Attainment

English and Mathematics to Grade C/4 GCSE or equivalent, or evidence of good ICT, literacy and numeracy skills through an accredited qualification

## Experience

Experience of working in a school/college within the examinations department/area

Experience of adhering to organisation policies and procedures and maintaining confidentiality

## Skills

Ability to communicate effectively, both verbally and in writing, with colleagues, school based staff, governors and external bodies

Confident in using all aspect of computer software including, but not limited to, Word, Excel, Outlook and PowerPoint

Excellent numeracy skills with the ability to analyse and present statistical information with confidence

Excellent interpersonal skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy

Excellent organisational and time management skills with the ability to prioritise

Ability to work to deadlines, applying proactive time management strategies

## Knowledge

An understanding of who the main educational awarding bodies are in the UK and their general aims and methods

A secure knowledge of the qualification system in the UK, specifically at Key Stages 4 and Key Stage 5

## Attitudes / Approach

Calm, flexible, approachable aptitude

Ability to solve problems, make good judgements and take decisions

Ability to work under pressure

Demonstrate commitment to the improvement and development of own performance

Ability to function well as an effective member of a team and to “roll up sleeves” in an emergency

Energy, enthusiasm and resilience

Understand the importance of confidentiality with high levels of integrity

Excellent attention to detail



# Job Description

## Examinations Officer

### Main Purpose

- To be responsible for the administration and organisation of all aspects of external examinations in accordance with the regulations laid down by the awarding bodies
- To keep abreast of developments in your key area
- To ensure that the centre is compliant with JCQ regulations and awarding body requirements
- To be responsible for the administration and organisation of all internal examinations throughout the year

### Duties and Responsibilities

The following items are included in the professional duties which an Examination Officer may be required to perform under the reasonable direction of the Headteacher:

### Main Responsibilities and Tasks

#### Examinations follow JCQ regulations and procedures

- Lead role in ensuring all members of staff involved in the examinations' process adhere to JCQ regulations
- Arranging invigilation, including briefing, training invigilators in school procedures and JCQ regulations and managing the team of invigilators
- Organising the examination rooms, in accordance with regulations
- Ensuring the exam's secure room adheres to JCQ regulations
- Collecting and despatching worked scripts in accordance with the regulations
- Be the school first responder in dealing with cases of malpractice in both controlled assessment & examinations in line with JCQ regulations
- Completing all special consideration forms for students where this is required
- Maintaining accurate records of all examinations, including seating plans, registers, invigilators log and incidents log
- Liaising with the SLT curriculum team and Assessment and Data manager to keep them fully informed throughout the examination seasons
- Deliver training to ensure the students are fully informed of procedures and their responsibilities during the external exam's season, in line with JCQ regulations

#### Prior to Exams Season (Examinations Entries, Course Registrations, Preparation)

- Registering students onto BTEC courses
- Completing entries for STEP or other University requested tests for sixth form students
- Gathering information on Exam entries requirement, including Resits and Community Languages
- Submitting accurate examination entries for all external exams to awarding bodies in advance of deadlines
- Completing all necessary tasks within SIMs in relation to exams and assessments
- Preparing entry checking lists for department heads & co-ordinators
- Organising language speaking tests & other practical examinations
- Organising external examinations for non-curriculum subjects, including community languages
- Organising SEND provision for students during exams by liaising with the SEND team
- Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations
- Keeping abreast of the Exam Boards and JCQ regulations regarding mandatory policies, procedures, rules and regulations. Creating or updating in-house school policies accordingly (E.g. controlled assessments, appeals against controlled assessment marking) in line with JCQ requirements. Training colleagues and ensuring that the policies are adhered to by the school. Ensuring that the policies are available during examinations for inspection by JCQ
- Disseminating information to Heads of Department about syllabuses, pre-release materials, courses or other information from Examination Boards
- Producing a whole school examination timetable including dates, times, venues, number of candidates and invigilation requirements
- Distributing exam timetables to students taking public examinations & mocks

- Liaising with parents about examination dates, scripts, remarks or SEND provision where this is necessary
- Resolving Exam clashes in line with JCQ Regulations, including liaising with the candidates and their families to inform them and instruct them
- Making appropriate provision for students entitled to access arrangements

#### **Results and Post Results**

- Being present and available in school on the days when results are notified, and overseeing the distribution of results to candidates. Manage the receipt of examination results on results days, including the main August examination results days, in liaison with SLT and organise the distribution of results to students and the relevant summaries and data to the Headteacher, SLT and Heads of Department
- Processing all remarks, re-moderation of coursework and script requests as well as analysing outcomes of remarks with co-ordinators and taking appropriate action in cases where marking has clearly been incorrect; keeping SLT curriculum team fully informed
- Processing all examination results
- Overseeing the checking and distribution of certificates

#### **Internal Examinations and Assessments**

- Liaising with the SLT pastoral team and Assessment and Data manager to support the planning of internal examinations

#### **Administration**

- Ensuring that all entry fees levied from students for resits and for Enquiries About Results (EARs) are collected and paid
- Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students (including former students) and parents/carers
- Planning, managing, monitoring and accounting for any budget for your area
- Organising and monitoring the use of resources of your area
- Running presentations in school assembly to inform and train students (E.g. Community Languages, JCQ regulations applying to students, EARs, etc.)

#### **Other aspects of the role**

- Preparing certificates ready for Speech Day

#### **General**

- Ensure that all students have equality of opportunity
- Promote the school's ethos and culture within the department and wider community
- To comply with the school's Health and Safety policy

*Whilst this job description is current, and every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified. Employees will be expected to comply, following consultation, with any reasonable request from the Headteacher to carry out tasks and duties that are of a similar level, but not specified in the job description.*

**[recruitment@presdales.herts.sch.uk](mailto:recruitment@presdales.herts.sch.uk)**