

Job Title: Examinations Officer

Grade: H8

Hours: 37 hours per week, Mon-Fri, Term time only + Inset + 2 weeks required during exams results dates

Responsible to: Assistant Head/SLT Link for exams

Person Specification

The successful candidate should:

- Have a commitment to the best interests of our young people
- Be willing to work as part of a team
- Have excellent interpersonal, communication and line management skills
- Possess excellent IT skills and an understanding of SIMS to provide support where necessary
- Be able to work in a highly organised way with attention to detail and the ability to meet deadlines
- Be able to use initiative and work without supervision
- Be able to work under pressure
- Have a strong sense of humour
- Be flexible in attitude and adaptable to change.

Key Accountabilities

To be responsible to the Headteacher for entries to external examinations (primarily, GCEs, GCSEs, entrance exams and BTEC) and internal examinations, and their day-to-day running in school.

Job Responsibilities

- To liaise with the Assistant Head over issues relating to public and internal examinations.
- Collating all examination information, syllabuses, etc. from the relevant examination boards and to create examination timetables.
- To ensure that departments are aware of regulations concerning the submission coursework and its marks.
- To identify from Heads of Department/Subject the names of candidates to be entered for examinations and at which level.
- To make all entries to the examination boards before the closing date and deal with any other related administration, including access arrangements.

- To ensure that candidates are aware of their entries and to inform them of the dates of examinations and regulations concerning those examinations.
- To ensure that parents know their obligations concerning their children's entry, including the circumstances for paying examination fees.
- To ensure accurate financial records are kept relating to all examination entries and other costs.
- Plan and oversee the running of external and internal examinations and any special requirements.
- To be responsible for the security of examination papers from their arrival in the school, to the dispatch of scripts.
- To be responsible for laying out the examination room(s) as required by examination boards, and to ensure that all other regulations and conduct within the examination are correctly observed.
- To interview and appoint exam invigilators, offering appropriate induction and ongoing training.
- To ensure that invigilation staff are aware of regulations on invigilation and conduct within the examination room.
- To ensure that candidates' scripts are correctly headed before despatch, and to arrange for the dispatch of those scripts, on the same day at the examination, if possible, to the appropriate destination.
- To deal with any problems that may arise during examinations within the constraints of the regulations, in liaison with senior staff.
- To be available for starting exams in liaison with the senior leadership team (SLT).
- To advise on regulations concerning examination results.
- To deal with exam-related requests from candidates/parents.
- To co-ordinate the distribution of exam results to students, and deal with re-mark requests and other results/follow-up procedures.
- To produce an analysis of examination results in a format and timescale to be agreed with the member of SLT responsible.
- To be responsible for the receipt and distribution of exam certificates.
- To create and maintain exam-related policy documents.
- To provide exam-related content for the school website.
- To process special consideration requests.
- To liaise with Learning Support to understand and support access arrangements under exam conditions.
- To stay up to date with any examination and curriculum changes and inform the SLT where necessary
- To complete the school's Census submissions
- To assist the Cover Manager with planning cover on occasions when they are unable to do so.
- To assist with the enrolling and off-rolling of staff and students' timetable on SIMS, and the training of other staff whose primary responsibility is attendance and school roll
- To assist with the SIMS administration, updates and maintenance of the school timetable where necessary throughout the academic year

This job description sets out the duties of the post at the time it is drawn up. Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

Due to the cyclical nature of this post, in less busy periods you will be expected to assist the administrative team, or carry out other duties that the Headteacher deems necessary.