

**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

**Job Purpose**

- To ensure the conduct of the public exams and statutory assessments (EYFS, SATs, GCSEs, A-Levels and BTECs) is in accordance with the regulations set out by the examination boards.
- To manage the data collection processes
- To coordinate the internal examinations for various year groups undertaken under external examination conditions.
- To work closely and lead the administration assistant for examinations/data

**Key areas of responsibility**

- To ensure the smooth running of all examinations throughout the exam periods as required, for example in the preparation of seating plans, set up of the exam hall and exam rooms, storage and security of exam papers and materials, liaison with teaching staff/IT department.
- To ensure we are compliant and conduct examinations in accordance with, the Joint Council for Qualifications (JCQ) Instructions for Conducting Examinations, Access Arrangements and Reasonable Adjustments, Special Consideration Process and the awarding body instructions.
- To assist invigilators on exam days and monitor exam rooms around the school site.
- To arrange, administer, timetable and publish public and internal examinations in accordance with JCQ/awarding body regulations.
- To assist with the administration of the University Admissions Testing service.
- To support the administration assistant for examinations/data to prepare desk cards, seating plans, invigilation folders, exam room boxes and posters as required.
- To maintain records relating to examinations in accordance with the policies of the school and individual examination boards.
- To assist in the training and management of Invigilation staff including refresher training for existing invigilators, ensuring standards are met for JCQ/awarding body requirement.
- To be responsible for producing summaries of students' use of access arrangements in all internal and external exams for the Learning Support department.
- To coordinate the receipt and distribution of examination results and certificates.
- To assist in the management and delivery of the post-examinations process.
- To invigilate exams when required.
- To update and maintain the data collection systems.
- To update and maintain the management information system (MIS)
- To manage the reporting system and upload student reports on a termly basis
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**Knowledge, Experience and Training**

- Minimum of two years working in an office environment.
- Experience and knowledge of Microsoft Office (specifically Word, Excel and Outlook).
- Experience of working effectively, alone and as part of a team.
- Experience of working in an educational environment is desirable.
- Experience of working with Bromcom software is desirable.
- Excellent communication skills.
- Ability to work under pressure to deadlines.
- Excellent organisation and administration skills and strong attention to detail.
- Strong problem-solving skills.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.

- 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.**