



nurture – inspire – excel

St Mary's and St John's CE School

Lower School | Neale House | Prothero Gardens | Hendon | NW4 3SL
Middle School | Bennett House | Sunningfields Road | Hendon | NW4 4QR
Upper School | Stamford Raffles | Downage | Hendon | NW4 1AB

Tel: 020 8202 0026 Email: office@smsj.london

Acting Principal: Ms Marika Farrugia

Job description

Examinations Officer

- Lead on setting up of the school as an examination centre ready for our first exams in 2018/19 academic year
- Creating exam schedules for internal and external exams
- Updating the school website with relevant examination information
- Ensuring the smooth running of the examination cycle at all stages
- Communicating with the Senior Leadership Team and all relevant staff on examination entries, coursework and assessment procedures
- Make appropriate timetabling and room arrangements
- Managing and keeping up to date the SIMS Exams Management System
- Maintain and update information held on school database system in relation to assessment and examinations
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies
- Recruit and lead a team of examination invigilators
- Efficient communication of examination details to staff and students
- Ensuring all examinations start and finish appropriately in line with examination board regulations
- Ensuring that all necessary stationery and materials are provided for examinations
- Ensuring safe storage of examination papers and documentation
- Receive examination results and certificates and make arrangements for their issue
- Deal with enquiries from parents and students
- Deal with appeals, remarking and other issues such as pupils who miss examinations through illness or who require special consideration
- Comply with and maintain data protection regulations
- Assist Administration Office with overflow work when required
- Liaise with Finance on the payment of examination fees

“Everything is possible” (Matthew 19:26)

Data Officer

- Regularly check the integrity of all current information held on the school MIS, also assisting in data checking and cleansing during census periods
- Data input (e.g. pupil details, internal assessment results, etc) as required, ensuring accuracy
- Assist in the termly internal reporting of attainment data, extracting data from the school's MIS and populating analysis spreadsheets
- Provide instructions and/or assist teachers in the entry of data and liaise with them in relation to missing student data
- Assist with the production of termly student reports
- Extract data from SIMS through designing reports
- Support the Data Manager on an ad-hoc basis
- Contribute to the evaluation and development of the effective use of data within in the school

Administrative Officer

- Provide administrative cover and support to other office staff, as far as is practicable

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