

Lancashire County Council

Operational Context Form

Post title: Examinations Officer					
Directorate: CYP			Location:	Schools	
Establishment or team:		Sir John Thursby Community College		Post number:	
Grade:	Grade 5 or 6	Staff responsibility:		Essential Car user:	

Scope of Work – appropriate for this post:

To support an efficient and effective examinations process for the school.

Accountabilities/Responsibilities – appropriate for this post:

Key duties:

1. Issue and collect forms/checklists to/from teaching staff for the collation of information regarding estimated and actual examination entries and update the management information system
2. Check and collate results certificates and distribute examination results to pupils and staff
3. Issue 'Statements of Entry', timetable and invoices to pupils
4. Maintain records of results enquiries
5. Liaise with the school's external invigilators re availability and prepare schedules for exam invigilation
6. Organise the school's external invigilators and ensure up-to-date information is provided to them
7. Respond to staff/pupil queries on examination issues
8. Undertake other administrative duties associated with assisting the data manager and other senior leaders
9. Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements
10. Manage arrangements for internal examinations
11. Responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery
12. Make arrangements for the specific needs of individuals (e.g. SEN), external entrants who are not school pupils and for school pupils to sit examinations elsewhere
13. Liaise with staff/Heads of Department re pupil examination entries
14. Disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results
15. Complete examination entries and securely store and send completed examination papers to external examination boards

Individuals in this role may also:

16. Undertake examination invigilation.
17. Support any other administrative work with in the school.

Additional supporting information – specific to this post.

Indicative knowledge, skills and experience

- Experience in an administrative role required.
- Knowledge / skills equivalent to current national qualifications level 3.

Prepared by:	L. Tibbs	Date:	Sept 2017
---------------------	----------	--------------	-----------

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Grade Profile
Level Three – Operative / Support (Grade 3)

Level Three Purpose
To carry out a range of tasks in support of, or the delivery of, the service.
Scope of Work
Role holders will undertake a range of routine procedures and use associated tools and equipment. Some personal initiative may be required.
Accountabilities/Responsibilities
<p>Role Holders may be required to:</p> <ul style="list-style-type: none">▪ Solve straightforward problems; or▪ Exchange routine information with members of the public; or▪ Carefully use expensive equipment; or▪ Handle and process information; or▪ Instruct, and check the work of, others; or▪ Personal care tasks such as the administration of prescribed medication or the provision of support to passengers who require physical or medical intervention.
Skills, knowledge and experience
<ul style="list-style-type: none">▪ Experience or the ability to demonstrate the competence to carry out of the job.▪ Possession of, or the ability to demonstrate the capability to gain, relevant certificates of competence or equivalent where applicable.▪ The ability to work without close supervision. <p>In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.</p>
Performance Measures
<ul style="list-style-type: none">▪ Completion of tasks to required standards and deadlines.