**Bushey Meads School**

**Job Description – Examinations Officer**

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| **Post Title** | Examinations Officer |
| **Purpose** | To administer all aspects of external and internal examinations and manage the distribution of results |
| **Reporting to** | School Information Manager |
| **Liaising with** | Governors, Executive Principal/Senior Leadership Team, teaching and support staff, LA representatives, external agencies, students and parents |
| **Working Time** | 37 Hours per week (term time + 2 weeks) |
| **Salary/Grade** | APT&C Points 26-29 + Fringe and depending on experience |
| **Disclosure Barring Service** | Enhanced |
| **MAIN (CORE) DUTIES** | |
| **Operational, Strategic Planning:** | * To work with the senior leadership team and heads of faculty/departments to ensure students are entered for public examinations in all appropriate Key Stages * To organise and administer public examinations, their invigilation and collection of results * To organise and administer all aspects of internal exams * To ensure all examinations are conducted to the standards and requirements stated by the school, the JCQ and exam boards * To ensure students, staff and parents are given all relevant examination information including dates and times, conduct during examinations and the collection of results and certificates * To keep all appropriate staff fully briefed on coursework/controlled assessment deadlines, schedules and changes in exam board requirements * To recruit, train and manage invigilators * To provide the data manager with all qualification details and results for the school census and analyses * To liaise with the Finance team regarding the costing of examinations for budgeting purposes and the payment of exam fees from students |
| **Staff Development:** | * To work as a member of a designated team and to contribute positively to effective working relations within the school |
| **Standards and quality assurance:** | * Support the aims and ethos of the school * Set a good example in terms of dress, punctuality and attendance * Follow and uphold school policies |
| **Communication:** | * To follow agreed policies for communications in the school * Attend meetings as required * To be aware of in-school procedures and confidential issues and to keep confidences appropriately |
| **Management of Resources:** | * + To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, faculty and the students |

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| **Other Specific Duties**: |
| * to play a full part in the life of the school community, to support its Strategic Commitment, Purpose and Intent and to encourage staff and students to follow this example * to promote actively the school’s policies * to continue personal, professional development * to actively engage in the school’s self-review and evaluation processes * to actively engage in the school’s Appraisal of Performance processes * to comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate * to attend meetings as determined in the meetings policy and as directed by the Executive Principal * to comply with the school’s procedures concerning safeguarding and to ensure that training is accessed |
| All support staff may be required, from time to time, to work as directed by the Executive Principal to provide cover for administrative functions within the school. This may include exam invigilation, student supervision and other duties not normally detailed elsewhere within their job description. |

**June 2018**