



Examinations Officer

Job Description

Salary scale:	Salary: F022 (£25,065) (pro rata – Actual £22,416)
Working Hours:	08:00am – 4:15pm Mon – Thurs (2:30pm Fri), Full-Time, Term Time only + 5 Insets and 5 days over the GCSE exam results period (Flexibility on working hours during exam periods)
Responsible to:	Data, Assessment & Reporting Manager
Job purpose:	Under the direction of the Data, Assessment & Reporting Manager, organise and manage the internal and external examination process in the Academy.
Managing:	Exams Invigilators (Part Time)

Manage the Organisation of Examinations

- Determine the number of invigilators required for each examination session, in line with national regulations.
- Arrange for the recruitment and training of invigilators.
- Supervise invigilators, ensuring that they are aware of the examinations being sat at particular session, the length of each examination, who the candidates are for each examination and of any special arrangements made for particular candidates.
- Develop and maintain systems for the identification of candidates.
- Arrange for sufficient and appropriate examination rooms in accordance with national regulations
- Arrange for examination desks and chairs to be set out.
- Arrange for the appropriate notices to be displayed in and outside the examination rooms.
- Check that sufficient invigilators are present.
- Completing the pupil admissions testing on joining the Academy

Support for pupils with Additional Needs

- Assist the SENCO to ensure that candidates with special educational needs are not disadvantaged.
- Liaise with the SENCO, candidates and parents with regard to any special arrangements that may be required.

- Ensure that appropriate support/facilities are available to candidates for whom special arrangements have been made.
- Inform candidates of the arrangements made for them.

Support for the External Examinations

- Be responsible for informing external examination boards of examination entries, coursework marks and forecast grades for GCSE's in advance of any deadline.
- Liaise with professional bodies with regard to entries for their own examinations.
- Register pupils undertaking BTEC and similar courses.
- Liaise with Directors of Faculty regarding candidate entries and registrations.
- Be aware of any financial or academic implications if deadlines set by the examination bodies are overrun.
- Where necessary, arrange for pupils who have studied a subject elsewhere, to sit their examination at the Academy.
- Inform staff, candidates and parents of examination details, including timetables, venues and seating arrangements.
- Brief candidates on examination procedures and conduct.
- Identify possible examination clashes, make appropriate alternative arrangements that maintain the security of the examination and inform candidates of the changes.
- Answer queries from candidates, staff and parents regarding examination details.
- Maintain an overview of all regulations relating to public examinations, to attend appropriate meetings and to advise the Senior Leadership Team of changes required in the Academy's procedures.
- Liaise with the examination boards over any queries they may have with regard to entries, marks or results.
- Be aware of any computer-based examination data analysis modules and to use them effectively.
- Keep the Senior Leadership Team informed on the progress of examination entries and of any problems that have been identified.
- Report to the Principal and the examination board any suspected or confirmed breaches of the examination regulations.
- Keep under constant review examination procedures and to make recommendations to the Senior Leadership Team of potential improvements.

Support Internal Examinations

- In addition to many of the above points, the following aspects are also required:
- Liaise with the Directors of Faculty as to which subjects are to be examined, the length of the examination and the number of pupils involved.
- Prepare an examination timetable for both staff and pupils.
- Allocate suitable rooms for the examinations, and liaise with staff affected.
- Arrange for sufficient invigilators to be present in each venue.
- Be responsible for the coordination, organisation, checking and (re)arranging of all internal examinations (PPEs/CATs/Digital/PoP etc).
- Liaise with SLT in the creation and delivery of the ARR calendar

Support for Resources

- Be responsible for the receipt, checking and arranging for secure storage of examination papers received from examination bodies.
- Ensure that sufficient supplies of examination stationery, including specialist data books are available.
- Prepare examination papers, examination stationery and other materials required for individual examinations.
- Co-ordinate the distribution of examination materials to individual examination rooms.
- Co-ordinate the checking of completed examination scripts and dispatch to examiners within specified deadlines.
- Liaise with the Directors of Faculty with regard to the collection of coursework marks and their dispatch to examination boards within externally set deadlines.
- Co-ordinate with the Directors of Faculty the dispatch of candidates' coursework to external moderators, as directed by examination boards.
- Be responsible for the receipt of examination results and to make arrangements for their distribution to candidates, senior staff and departments, maintaining accuracy and confidentiality.
- Collate and submit online individual unit grades/results for BTECs.

Support Data and Financial Management

- Assist in the preparation of data relating to examination results for distribution to Governors, parents and other interested bodies.
- Make arrangements for enquiries about results, the return of scripts/photocopies and the declining of awards.
- Check and approve invoices received from examination bodies.
- Ensure payment is received from candidates who are resitting examinations, have missed examinations or have requested an enquiry about results, and from external candidates.
- Approve invigilators' timesheets.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with Pupil needs as appropriate during the Academy day.

Support Staff

Fulwood Academy has a strong support staff component; some support staff are centrally employed and others work in curriculum areas or other specified areas. In recent years the number of support staff has been expanded in order to release teaching staff from administrative tasks in line with the work force agreement.

Our support team pride themselves on their professionalism and effectiveness.

Fulwood Academy has whole school staffing policies. Support staff have the same access to appropriate training courses as teaching staff. All academy personnel policies are equally applicable to support staff and teaching staff. Support staff are encouraged to play a full part in the academy community.

Personal qualities for all staff

Fulwood Academy is on a journey of rapid change. Sharing our vision, ambition and achievement for all, is vital. This is supported by a caring atmosphere where discipline and relationships are based on our 4 core values:

- Trust
- Excellence
- Ambition
- Manners

To support the academy and to your own success, we expect the following from the whole team:

- a commitment to the protection and safeguarding of children and young people;
- the ability to work as part of a developing team
- the ability to demonstrate a caring attitude to pupils and colleagues
- appropriate qualifications/or experience to competently carry out your role
- a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our students.

Performance Management

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

Safeguarding Commitment

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Examinations Officer

Qualifications	
Essential	Desirable
	<ol style="list-style-type: none">1. Mathematics and English GCSE or equivalent at Grade C or above2. Relevant qualification in ICT or data management
Experience	
<ol style="list-style-type: none">1. Experience of working as an Examinations Officer, or in a similar role which required handling and manipulating large amounts of complex data2. Experience of liaising and building relations with internal and external partners in a school environment	<ol style="list-style-type: none">3. Experience of working in a secondary school4. Experience of using a school management information system (e.g. SIMS)5. Experience supervising staff
Knowledge/Skills (Ability to)	
<ol style="list-style-type: none">3. Ability to remain calm under pressure4. Ability to use solution focused approach5. Excellent organisational skills6. Ability to demonstrate a good level of oral and written communication skills, with strong attention to detail7. Willingness to learn and develop new skills	