

St Thomas More RC College

Job Description for the role of Examinations Officer

Person Specification

Experience/Background/Skills		Essential/ Desirable	Method of assessment
Qualifications/ Training	A good standard of education, English Language & maths grade C or equivalent	E	Application
	Exams officer training	D	Application
Experience	Experience in the use of SIMs	E	Application
	Experience using SIMs exams module	D	Application
	Experience in an educational environment	D	Application
	To ensure confidentiality	E	Interview/references
	Experience using SISRA or similar	D	Application
	Experience using software packages such as Microsoft word & Excel	E	Application
	To be an effective communicator, both in writing and orally	E	Application/ Interview/References
	Experience of working with people and external agencies both face to face, via email and over the telephone	E	Application/ Interview
	Experience managing a team	D	Application
Qualities	To be conscientious, reliable & hardworking	E	Application/ Interview/References
	To be able to work to tight timescales	E	
	To be able to work using self-motivated initiative	E	
	To be able to liaise effectively with senior staff	E	
	Willingness to learn new skills	E	
	Ability to plan and organise own workloads and to be able to work flexibly	E	

Job Description

Responsible to: Assistant Headteacher
Responsible for: Team of Invigilators
Contacts: SLT, Exam/Award bodies, SENCO, Curriculum Leaders, Pupil Achievement Leaders, pupils, parents/carers, LA

The Examinations Officer is responsible for:

- the management, administration and organisation of all external and internal examinations throughout the school.
- training, line managing and timetabling a team of invigilators.
- maintaining an accurate record of pupil details

MAIN AREA OF RESPONSIBILITY

- To manage the administration of all external and internal examinations
- Responsible for producing and implementing the Exam Policy
- To manage the exams allocated budgets in relation to all exam fees and associated costs
- Organise the collection of examination fees as necessary
- To recruit, train, manage and deploy invigilators
- To maintain pupil key factors, e.g. PP, SEND etc to ensure the accuracy of census returns

EXAMINATION RESPONSIBILITIES

- Responsibility for submitting timely examination entries for external exams to the Examination Boards using SIMS.
- Ensure the accuracy of course and examination details in SIMS, such as QAN codes, UCNs.
- Liaising with Heads of Department on pupil entries and checking that these entries are correct before submission.
- Working closely with the SENCO to ensure special arrangements are applied for on time and in place prior to the exam series.
- Working with external providers, to make arrangements for pupils to take examinations at the school and other centres.
- Sorting out examination papers as they arrive ensuring that all proper security arrangements are undertaken and that the Examining Bodies' regulations and timetables are complied with at all times.
- Producing whole school and student timetables and drawing up seating plans as soon as it is practical and informing Senior Leadership Team and Site Manager.
- Work with Senior Leadership Team to timetable additional revision sessions during exam seasons.
- Organise and administer internal examinations, including the invigilation, timetables, rooming and cover.
- Briefing candidates on examination regulations and producing written guidelines for staff, students and invigilators.
- To sort out clashes and make appropriate provisions under these circumstances.
- Organise exam venues, so that they comply with exam regulations
- Organisation of the exam venues to include times/dates/seating plans/student numbers and correct numbers of invigilators for each venue.
- Managing the daily running of external examinations. This will include ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.
- To be responsible for the Health & Safety procedures for students and staff in relation to the evacuation of examination areas.
- To ensure the school has Centre Approval for Awarding Bodies.
- To be responsible for the examination stationery.

- To recruit, train, manage and timetable exam invigilators.
- To download results prior to results day, copy and distribute on the official day.
- To liaise with staff, parents, pupils and to deal with complaints and queries about external examinations.
- To retrieve costs of examination entries from departments and candidates and arrange for re-marks, reports and queries.
- Keeping up-to-date via training, with computer systems and changes in curriculum for examination requirements.
- Organisation of exam certificates to be distributed on certificates evening.
- Liaising with Examining Bodies, QCDA and Exams Officer Association as appropriate
- Ensuring Exams, DDA, Appeals and Controlled Assessment Policies are in place.
- Any other reasonable requirements.