

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

Job Title and Grade	Examinations Officer
Department or area	Examinations
Responsible to: (job title of line manager or immediate superior)	SLT line-manager
Responsible for; (the number of job titles or direct subordinates)	2 Exam Assistants Team of Invigilators
Contribution to performance reviews:	Exam Assistants Invigilators
Purpose of the post	<ul style="list-style-type: none"> To ensure the smooth running of external and internal examinations To understand and promote the ethos and success of the school
Professional Values and Practice	<ul style="list-style-type: none"> <i>Administrators demonstrate high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.</i> <i>Treat pupils consistently with respect and consideration, and are concerned for their development as learners.</i> <i>Demonstrate and promote the positive values and attitudes they expect from their pupils.</i> <i>Communicate sensitively and effectively with parents and carers, recognising their roles in pupils' learning and their rights, responsibilities and interests in this.</i> <i>Understand the contribution that support staff and other professionals make</i> <i>Contribute to, and share responsibility in, the corporate life of the school</i>

<p>Main Responsibilities</p>	<p>Results, Achievements, Standards</p> <ul style="list-style-type: none"> To ensure the smooth running of all external and internal examinations taken at Coombe Girls' School Management of the day to day running of the Exams Office <p>Teaching and Learning</p> <ul style="list-style-type: none"> Support teaching staff to enhance teaching and learning strategies and pupil achievement. <p>Student Development and Well Being</p> <ul style="list-style-type: none"> Contribute to a purposeful learning environment where learners feel safe, secure and confident. Support the development of: <ul style="list-style-type: none"> Effective communication and engagement Young person development Safeguarding and promoting the welfare of the child Supporting transitions Multi-agency working Sharing information <p>Relationships with Parents, Schools and Community</p> <ul style="list-style-type: none"> Ensure that your relationships with all of our internal and external customers are friendly, supportive and professional. <p>Learning and Growth</p> <ul style="list-style-type: none"> Managing own learning and performance. Ensure that appropriate training is obtained in order to perform the role to a high standard. Managing and developing staff and other adults as appropriate. An effective system is created and implemented to support staff and pupils.
<p>Main Tasks</p>	<ul style="list-style-type: none"> Managing all aspects of external examinations including entries, distribution and checking of exam timetables for all candidates, checking and storage of exam papers, identifying and making arrangements for candidates with exam clashes, all aspects of invigilator work, ensuring exam venues are correctly set up, identifying those with extra time or any other Exam Access Arrangement, script checking, script packaging. JCQ inspection of centre for conducting examinations, storage of exam papers, SEN records and provision and other exam issues. Managing two exam assistants from the CGS teaching staff. Coordinating their input to the entry of candidates, setting up exam venues, checking exam papers, preparing completed sets of exam scripts for collection by Parcelforce, distribution of results in the summer and exam certificates throughout the year. Advertising for, interviewing, hiring and managing a team of invigilators. Collecting their availability and devising an invigilation rota for all external and internal mock exams. Running an annual training course for all the invigilators in preparation for the summer exams, carrying out annual appraisals after the summer exams have finished, checking timesheets and pay claims. Advising external candidates previously on roll at one of the Coombe schools about available and advisable examinations, collecting exam fees as appropriate, making their entries and communicating with them before and after the exams have taken place. Liaising with Head of Departments and Key Stage Coordinators about exams to be undertaken during the year. Submitting estimated entry numbers to all the exam boards (Pearson/Edexcel, AQA, OCR, WJEC and CIE) during September and actual entries in February. Also making entries for LAMDA exams, registering students for BTEC courses and entering their final results.

	<ul style="list-style-type: none"> • Setting up exam venues, managing staff and candidates, calling students into exam venues and ensuring all the JCQ exam procedures are adhered as far as possible. • Dealing with incidents of ill health, exam malpractice (cheating or phone ringing) or other situations that invigilators need support with. • Applying for special consideration for candidates who have been adversely affected during or at the time of examination and providing evidence of this disadvantage. • Updating school websites with details of exam boards and exam codes for GCSE and GCE courses. • Importing base data for the various exam boards so that electronic entries can be made and importing results into SIMS for GCSE and GCE qualifications. • Devising a suitable timetable for internal mock exams for Y11, Y12 and Y13 and overseeing the staffing, invigilation and running of these exams. Setting up venues and arranging separate rooms, laptops, exam pens etc in line with Exam Access Arrangements in place at the time of mock or external exams. • Meeting with parents and candidates during the summer or autumn term to discuss appropriate Exam Enquiries About Results (EAR). Collecting fees for these services, making the online requests, sending out the outcomes and entering any grade changes on SIMS and 4Matrix. Informing SLT and HODs about grade changes as well and liaising with Finance department about refunds due as a result of grade changes. • Dealing with exam enquiries from past students, current students, potential candidates and their parents. • Overseeing the collection and dispatch of coursework and oral recordings for externally assessed work.
School Improvement Plan Focus	To action relevant aims of the School Improvement Plan in line with school strategic direction as indicated by SLT Line Manager
Appraisal	Participate in any arrangements within an agreed national framework for the appraisal of performance.
Key Internal Relationships	Headteacher, SLT line-manager, Leadership Team, Finance Officers, Teaching Staff, Administrative Staff, Caretaker and his team, Pupils
External Relationships	Parents, Governors, PFA, Other professionals with RBK, Members of the public, other appropriate stakeholders.
Resource Responsibilities	N/A
Budget Responsibilities	Exam Budget Stationary Budget

Health and Safety /Child Protection	Ensure health and safety and child protection regulations are observed at all times
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Terms of Employment

Time

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school's published Time Budget policy.

Undertaking other duties as may reasonably be expected

NB This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultations with the post holder.

Records, reports and other written work

The post holder may be responsible for producing, consulting on and presenting written records and reports to: Line manager, Senior Leadership, Governors, other teams/audience (as appropriate).

Agreed by

Date / /