

## JOB DESCRIPTION: Examinations Officer

<b>PURPOSE:</b>	To manage, co-ordinate and implement the school's examination process including the administration and organisation of all aspects of internal and external examinations in accordance with the regulations laid down by the awarding bodies and JCQ.
<b>RESPONSIBLE TO:</b>	Data Manager
<b>DISCLOSURE LEVEL:</b>	Enhanced
<b>SALARY/GRADE:</b>	NJC 25-28 pro rata
<b>WORKING TIME:</b>	36 hours per week, term time only plus 10 days during the schools summer holiday (the two weeks which include the A level and GCSE results days)

### Duties of the Role

- Oversee all arrangements for all public examination entries including GCSE, A level and Vocational examinations; assist with arrangements for CAT tests.
- Be the chief point of contact for correspondence from examination boards, including co-ordinating the submission of entries, special consideration requests results, re-marks, appeals, certificates.
- Ensure all examination papers and stationery are delivered safely to the school, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately.
- Be responsible for arrangements for the conduct of examinations including timetabling and room arrangements, deployment of invigilators, provision of stationery, start and finish times.
- With other relevant staff, ensure that appropriate arrangements are in place for candidates with special examination requirements
- Lead the team of invigilators, including recruitment, training, management and liaison with Lead Invigilators.
- With YLCs and AHTs, ensure that students are given all necessary information about examination entries, timetables, conduct during examinations and collection of results/ certificates.
- Assist with the publishing of public examination results to local and national newspapers, the Local Authority and DfE Agencies, ensuring they are accurate and fit for the intended audience.
- Liaise with YLCs and AHTs to ensure appropriate arrangements are in place for internal examinations.
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies

### Other Specific Duties:

- To continue personal professional development
- To engage actively in the appraisal process
- To undertake any other duty as directed by the Headteacher.

*Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.*

*This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.*

*JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.*

### **Person Specification: Examinations Officer**

- ICT literate and confident in using the internet and electronic systems, databases and spreadsheets
- Good written and verbal communication skills
- Ability to relate well to school staff, candidates of all abilities, parents and other agencies.
- Ability to prioritise and manage workload in an organised and methodical way.
- Ability to work accurately and effectively under pressure and to meet deadlines.
- Confidentiality, honesty and integrity
- Good supervisory skills.
- Experience of working in a school setting (Desirable).
- Understanding of SIMs and Examinations Manager (Desirable).
- Ability to work with minimal supervision.