

Job Description

Job Title:	Examinations Officer	School Name:	SILS
Grade and Range:	Hay Grade 7, scale point 24 - 31	Hours:	Part time 0.6 FTE (21.6 hours per week)
Reports to:	Head of School KS4	Working Pattern:	Term Time only + 4 days (results period)
		Supervises:	Team of invigilators

Purpose and context:	To provide an effective and efficient examination service for staff and students; ensuring entries, registration and results are accurately recorded and collated in accordance with school policy and awarding body regulations - Responsible for managing the complete exams process across all key stages covering internal & external exams and adhering to national regulations and guidelines and an annual budget. - To act as back-up support for the Data Manager in the event of their absence, therefore he/she will need competent knowledge of the school's Management Information System (SIMS).
-----------------------------	--

Principal Accountabilities:

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required

- Produce and update the schools policy on examinations in consultation with SLT
- Manage and build relationships with external Examination Boards.
- Maintain effective communication with Examination Boards personnel, school staff, students and parents ensuring that all queries and appeals are dealt with efficiently and to required deadlines.
- Responsible for operating cost effectively within an Examination budget. Managing budget expenditure and authorising spend within budget provision.
- Monitoring and evaluating examination data, national and local policies and procedures e.g. collation and analysis and of all external exam results and data for internal and external bodies including Headteacher, SLT, DFE, School Governors Annual Report, Local Authority, and others as directed.
- Work with Teachers / Departments to collate entries for external examinations; submitting entries so that Exam Boards receive accurate student entries on time.
- The publication and distribution of exam timetables, procedures and exam board information including the resolution of clashes.
- The preparation and distribution of exam timetables for Pre-Public examinations (mocks), including the resolution of clashes.
- Access results of external examinations and manage the integration into the school ICT systems.
- Provide reports on examination results for teaching staff as required.
- Management of the conduct of all examinations ensuring that they meet with the regulations set out by the Joint Council for General Qualifications (JCGQ) covering all unitary exam bodies.
- Recruitment and training of external invigilators.
- Manage the team of invigilators.
- Collate and submit required information for controlled assessment and/or coursework as required to efficiently meet required deadlines.

- Manage the production of analysis as required for the school and external bodies.
- Manage the production of ad-hoc reports and information as required.
- To support the work of curriculum areas and year teams in developing and maintaining their own ICT based assessment and recording systems.
- With the relevant member of SLT to be responsible for the analysis of examinations and assessment data producing easily accessible information for teachers and learners.
- To work in collaboration with the Data Manager.
- To manage JCQ inspections and, in consultation with the Head of School, ensure that all policies and procedures are kept up-to-date.
- Managing SEND provision, including liaising with the SENCO to identify students, applying to awarding bodies for special arrangement for those candidates and ensuring they are seated appropriately.
- Manage the daily running of external examinations, including ensuring the examination materials are in place for the start of the examination and collected and dispatched after the examination in accordance with the appropriate regulations.
- Preparation and organisation of examination materials, including managing the secure storage of examination papers.
- Managing data check procedures for DfE and other examinations before publication.
- Managing the checking and distribution of Examination results and certificates.
- On occasion, in the absence of the Data Manager, undertaking administration of the school's assessment data

Key Skills and Competencies:

- Excellent Interpersonal and Communication Skills – Written and Oral.
- Excellent Organisation Skills with a systematic approach to workload management.
- Excellent time management, planning and work prioritisation skills.
- Experience of developing systems and processes.
- Good understanding of Management Information Systems, especially SIMS.
- Minimum A level or appropriate NVQ educational qualification.
- Experience of project management including report writing and statistical data preparation and presentation.
- Ability to work within allocated budgets and monitor expenditure and costs.
- Several years experience of working in an office environment at a management level.
- Full working knowledge of relevant policies/codes of practice/legislation.
- Ability to organise, lead and motivate other staff.
- Ability to plan and develop systems.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Confidentiality of information as appropriate.
- Ability to work under pressure.
- Ability to work on own initiative.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Professional responsibilities

- The job description encompasses the above statements, but the Examinations Officer should be willing to undertake any other tasks which the Head teacher or Head of School might reasonably require.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.

General Statements

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the School's policies and procedures and enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment. Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the school's interest, or in any way weaken public confidence in the conduct of the School's business.
- Undergo and meet school conditions for a satisfactory enhanced CRB check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- Any other duties of an appropriate level and nature will also be required.

To contribute as an effective and collaborative member of the School Team

- Participating in training, including first aid to be able to demonstrate competence.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Person Specification

Job Title:	Examinations Officer – Grade 7	School Name:	SILS
-------------------	--------------------------------	---------------------	------

		Essential (E) or Desirable (D)
Education, Knowledge & Training:	• Minimum A*-C in Maths and English or equivalent. • Evidence of continued professional development • NVQ Level 2 or equivalent qualifications • Extensive knowledge of PC based software, especially Microsoft Excel • Good knowledge of school MIS systems i.e. SIMS. • Extensive knowledge of GCSE and BTEC examination process. • Evidence of familiarity with relevant local and national policies, priorities and statutory frameworks, particularly in regard to current education objectives and practice	E E D E E E D
Experience:	• 3-5 years relevant, successful and appropriate experience. • Evidence of working with other adults in a team. • Evidence of good organisational and problem solving skills. • Substantial examinations experience preferably within a secondary school setting.	D E E E
Aptitudes, skills and competencies:	• Ability to communicate effectively, at all levels, both orally and in writing – particularly data in a clear and effective manner. • Good organisational & planning skills to plan ahead, setting targets and manage projects and performance against plans and target. • Ability to think independently, draw conclusions and make recommendations. • Ability to work constructively as part of a team, understanding school roles and responsibilities and own position within these. • Well developed IT and Management Information skills (especially MS Excel) • Highly numerate with good analytical and interpretive skills • Ability to present detailed and written reports, in a clear and professional style • Ability to maintain confidentiality	E E E E E E E E
Special Conditions (& personal qualities):	• Excellent attendance and punctuality • Hard working, flexible and reliable. • Honesty and integrity • Good personal presentation. • Ability to work under pressure and meet deadlines • Highly motivated and able to use own initiative • A genuine commitment to improving outcomes of young people, and high expectations for their progress and welfare. • An understanding of and a commitment to the promotion of equality of opportunity in all aspects of school life. • The post holder may be required to work outside of normal school hours on occasion, with due notice. • To undergo an enhanced DBS check – individuals on the ISA barred list should not apply. • The post holder may be required to work across Sils sites	E E E E E E E E E E E E