

CRANLEIGH SCHOOL

EXAMINATIONS OFFICER

Cranleigh School is a leading fully co-educational independent boarding and day Senior School on the edge of the Surrey Hills with around 630 boys and girls of 13 – 18 years of age. There is also a Preparatory School on the opposite side of the road which has around 300 boys and girls. Pupils lead busy lives, exceeding academic and sporting expectations, while preparing for lives beyond our beautiful rural location. Cranleigh provides a breath-taking range of opportunities in a school small enough for everyone to know and support each other.

We are seeking to appoint an Examinations Officer to oversee all aspects of examination management for both external and internal examinations throughout the Senior School. The Examinations Officer will report to the Deputy Head Academic.

The starting date for this role is late February 2018 or as soon as possible thereafter.

The successful candidate will have excellent administration and communication skills and the ability to manage an Examinations Office and a team of invigilators. Previous experience of working in an academic environment or examinations office would be an advantage.

Key responsibilities would include those outlined below and any other tasks that may reasonably be required to support the smooth operation of the Examinations Office. In all cases, these should be carried out in accordance with school and Awarding Body requirements so that the invigilation team demonstrates the highest possible professionalism to facilitate an exam environment that ensures all pupils can perform to their best ability.

Liaison between school and invigilators

The applicant must be able to:

- Act as a link between invigilators, the Deputy Head Academic, the Bursary and the Personnel Manager;
- Confirm syllabuses and papers with Heads of Departments download the appropriate base data to the School's MIS (currently iSAMS) and enable the appropriate sections;
- Upload new candidates on to iSAMS and assign candidate numbers (or find previous UCIs);
- Send exam board regulations to pupils and Heads of Department as appropriate;
- Organise invigilators to come in to school to invigilate and manage their timetables;
- Distribute and sign off time sheets and parking permits to invigilators, as provided by the Bursary;
- Attend an annual meeting of invigilators, Exams Officers and Learning Support teachers and ensure that invigilators know and observe the school and exam board requirements for invigilation;

- Liaise with the Deputy Head Academic over dates for study leave;
- Liaise with Assistant Head (Co-curricular) about timings for orals and practicals;
- Obtain necessary materials from the Awarding Bodies website upon request and distribute to Heads of Department at appropriate times whilst maintaining security (orals, as well as written exams, may be inspected by JCQ);
- Liaise with Head of Learning Support regarding Access Arrangements in exams ensuring that the paperwork is up to date and on file for inspection;
- Send details of Access Arrangements to pupils;
- Keep account of examination fees sending details at the end of each term to the Accounts Office for billing parents and departments;
- Liaise with Domestic Services and the Theatre Manager setting up rooms for exams.

Planning and Preparation

- Attend regular meetings throughout the year with the Deputy Head Academic regarding exam matters, including the organisation of venues and clashes;
- Collect information on those needing Special Consideration from Housemasters and send to the Awarding Bodies as required (maintaining confidentiality is vital);
- Carry out the main examination entry for GCSE/IGCSE/A2/Pre-U. Receive entry details from Heads of Department in January; enter into iSAMS; send entry statements to pupils for checking; make any alterations; generate an electronic entry file and send via A2C;
- Send coursework for externally marked components to examiners; send electronic marks for internally marked components to Awarding bodies using iSAMS;
- Prepare the main examinations timetable and publish to Common Room and parents. Generate individual timetables for pupils using iSAMS;
- Organise seating plans for exam sessions;
- Organise and take responsibility for the security of exam material in the strong room;
- Sort exam papers into chronological order, ensure that they have all arrived and contact the Awarding Bodies if they have not;
- Oversee and organise the running of exam venues in accordance with JCQ regulations including notices and set up and to include data projector information with examination timings for Speech Hall and the ALT;
- Organise laying out of the exam rooms with individual pupil cards and exam papers. This includes rooms used for pupils with access arrangements;
- Liaise with colleagues in the Medical Centre so that they have details of candidates taking exams there; make appropriate arrangements for those ill or injured during the examinations period;
- Oversee arrangements for internal examinations, including the creation of internal exam timetables and accommodating the needs of pupils with access arrangements.

Examination Days

- Attend school from 07:30-18:30 on busy examination days;
- Start public exams in the morning and afternoon and meet up with the invigilators at the end of the last public exam of the day to store completed scripts and other materials and deal with any issues that may require action on the day. Exams occasionally finish after 18:00;
- Ensure as far as possible that candidates and invigilators adhere to the regulations concerning behaviour and materials allowed in an exam room;
- Deal with the unannounced inspection carried out each year by JCQ;
- Deal appropriately with suspected malpractice and late arrival at exams, informing the Headmaster and Awarding Bodies when necessary;
- Direct other invigilators to ensure the smooth running of public examinations;
- Prepare for posting completed exam answer booklets and any printed work from word processors (with the assistance of ICT Support as required);
- Invigilate exams where necessary.

Curriculum and Examination Change

- In the context of curriculum change and examination reform, support ongoing changes to examinations. For example, A Level reforms are resulting in changes to Year 12 internal and external examinations.

Results Days and afterwards

- Deal with requests for scripts and remarks and ensure that information on deadlines is clearly promulgated;
- Deal sympathetically but realistically with parents whose children have performed poorly and diplomatically with those who have missed deadlines;
- Deal appropriately with appeals. Liaise with the appropriate Head of Department and ensure paperwork is sent off at the appropriate time;
- Send results of remarks and received scripts to pupils and Heads of Department;
- Check Examination Certificates against results when received in November and send by Recorded Delivery to pupils once they leave the school.

The Person

We aim to recruit a person who demonstrates the following:

- Excellent interpersonal, communication and organisational skills;
- Ability to organise and supervise a team of invigilators;
- Confident IT skills including Microsoft Word, Excel and databases;
- Commitment to supporting change within both the internal and external examinations processes and to remaining up to date with the requirements of examination boards;
- Ability to work flexibly to support the varied examinations timetable throughout the year;
- Supportive of the aims and ethos of Cranleigh School.

If you have any questions or would like to discuss any aspect of the post informally, please get in touch with Dave Boggitt, Deputy Head Academic by email in the first instance: drb@cranleigh.org

The Appointment

This is a non-teaching role which requires a flexible approach to working hours.

The role is predominantly term time only, to include attendance at all INSET days in the school calendar, and to be available most days from mid-August to process and issue results on results days for A Level and GCSE.

During the Autumn and Spring Terms, the hours of work will be **two full days each** week 08:00 to 16.00 with the exception of a couple of weeks at the end of the Autumn term and some parts of the Spring term where there will be a requirement to work 5 - 6 days per week when our progress tests/rehearsal exams for the lower school and upper school generally run. It may be necessary to work an occasional Saturday.

However, there will be a requirement for significant additional hours to be worked during the Summer term and holidays to support the main examination periods for AS, A2, GCSE and IGCSE. During April and some of May there will be a requirement to work **3 full days** per week broadly from 08:00 – 16:00; during the rest of May and June the hours of work will be for **5 extended days** per week, from 07:30 to 18:30 Monday to Friday. In July when the examinations are finished the hours of work will be minimal when responding to any Exam Board request.

There will be a requirement to work some additional hours during the beginning of November to support University aptitude tests.

The successful applicant will be offered a salary commensurate with their qualifications and experience.

To apply, please submit a brief letter of application together with a completed Application Form, available on the School's website, supported by a full Curriculum Vitae and to include the names and contact details of two referees. Applications, which will be considered as they are received, should arrive no later than **9.30 am on Wednesday 17th January 2018**.

Applications should be sent to:

Mandy Russell-Price, Head of School Administration, Cranleigh School, Horseshoe Lane, Cranleigh, Surrey, GU6 8QQ or via email to mrp@cranleigh.org and who can be contacted on 01483 542131.

We are committed to the safeguarding of children and enhanced disclosure screening will apply to this post.