# JOB SPECIFICATION

**Title of Job:** Examination Administrator

**Scale:**

**PERSON REPORTS TO:** Office Manager/Data Manager

**PERSON SUPERVISES:** None.

**PURPOSE OF JOB:**

To ensure an effective data, assessment and examinations provision to the whole school. To

maintain whole school data and assessment databases as instructed. To provide all Department for Education and Local Authority statutory returns as required throughout the year.

**EQUAL OPPORTUNITIES:**

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

**DUTIES AND RESPONSIBILITIES:**

1. To manage and run all stages and processes in the internal and external administration of school examinations providing an effective and efficient service to all staff and students, with little recourse to others. This includes both computerised paperwork, for example making entries, producing registers/timetables, completing on-line forms, downloading web based information and practical matters, (i.e. booking and setting up rooms, organising special arrangements).
2. To ensure the school meets all its statutory duties in the reporting of exam results and to keep abreast of government policies and initiatives regarding pupil progress, achievement, tracking and reporting.
3. To support the Data Manager in providing the Predicted and Target grades for all year groups on a termly basis providing individual grade sheets to candidates, Heads of Departments and the Leadership Team.
4. To research and liaise with Heads of Department with regard to the relevant examination boards and subject syllabuses studied to examination level. To establish the number of entries at each tier and to process entries and predicted grades, providing predicted grade check sheets for Key Stage 4 students.
5. To implement procedures for the safe and secure conduct of controlled assessments. Ensure controlled assessments comply with JCQ guidelines and awarding bodies’ subject-specific instructions.
6. To ensure that all staff and students are made fully aware of the regulations regarding coursework and to ensure that completed coursework is securely stored.
7. To provide and present relevant exam information to candidates (i.e. carry out student exam briefings and assemblies) and to parents (attend Year 11 Parents evening).
8. To process all entries for school and public examinations including all modular exams taken throughout the year including vocational and diploma exams.
9. To be responsible for the electronic transmission of entries and predicted grades to exam boards, and the subsequent checking thereof.
10. To liaise with the Heads of Department and SENCO with regard to Special Examination Arrangements for specific students taking modular exams, GCSEs and other examinations.
11. To organise exams invigilation including the sourcing of external invigilators where appropriate.
12. To provide timetables and invigilation timetables in advance of examination sessions, including mock exams and end of year exams for all year groups, as well as all public exam sessions.
13. To provide and present relevant exam information – e.g. predicted grades and entries, results and coursework deadlines – to students and parents, including the organisation of results day and attendance at school on results day.
14. To work efficiently on any queries, re-mark requests and missing marks following results.
15. To provide analysis of examination results and to present this information to the Head Teacher, Local Authority, the Governors and teaching staff, including a presentation to the Governors Committee for Policy and Curriculum.
16. To be responsible for the security of exam and test papers and to ensure the safe and efficient despatch of scripts and other materials to the examination boards, examiners and moderators.
17. To plan and monitor expenditure for the Exams Budget and report accordingly.
18. To liaise with examination boards throughout the academic year to provide updated information regarding syllabuses, deadlines for entries and coursework and any other relevant information (e.g. student guide examination publications) for Heads of Department/students/parents.
19. To liaise with the PFI regarding preparation for examinations rooms and to oversee alternative arrangements for classes who are displaced as a result.
20. To co-ordinate a Community Languages programme, enabling students in KS4 to take mother –tongue subjects at GCSE level: including arranging internal/external support for students prior to examinations taking place, preparing mock examination papers and arranging oral examination internally/externally.
21. To attend the necessary courses relating to examinations and assessment, and to share this information with appropriate colleagues and to recommend examination board courses to Heads of Department for appropriate staff within departments.
22. To organise and attend Results Day in August, and process the distribution of examination results in line with correct procedure.
23. To support the Data Manager and Data and Reports Officer with administration of databases as required.
24. To undertake other administrative tasks as required.

PERSON SPECIFICATION

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| Job Title: Examination Administrator | Grade: 5 |

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| IMPORTANT INFORMATION FOR APPLICANTS The criteria listed in this Person Specification are all essential to the job. Where the method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples where possible. |

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| **CRITERIA** | **METHOD OF ASSESSMENT** |
| **EQUALITY AND DIVERSITY** We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. | |
| KNOWLEDGE  1. Knowledge of the British examination system and how to use and analyse   data effectively. | Application Form/Interview/Test |
| QUALIFICATIONS  1. To be educated to University degree level (desirable) | Application Form/ Certificate |
| SKILLS AND ABILITIES 3. An ability to communicate successfully with a variety of people both  verbally and in writing.  4. Ability to prioritise workloads and meet deadlines  5. Ability to work under pressure.  6. Ability to process, analyse and present complex data in an understandable  format  7. Ability to work with minimal supervision.  8. A high degree of computer literacy and ability to understand and use a  variety of ICT programmes including SIMS and exam board programmes.  \*Training will be provided where needed  9. A willingness to undertake routine tasks.   1. Ability to solve problems. | Application Form/Interview/Test  Application Form/Interview/Test  Application Form/Interview/Test  Application Form/Interview/Test  Application Form/Interview  Application Form/Interview  Application Form/Interview/Test  Application Form/Interview  Application Form/Interview  Application Form/Interview/Test |
| PERSONAL STYLE AND BEHAVIOUR  1. A flexible approach to work. | Interview |
| OTHER SPECIAL REQUIREMENTS 13. Willingness to undertake relevant training.  14. Willingness to work flexibly to ensure deadlines are met. This may include early morning starts during examination periods. | Interview  Interview |