**Job Description**

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| **Position Title** | Examinations Officer |
| **Employer** | Chulmleigh Academy Trust |
| **Main Location** | Chulmleigh Community College |
| **Reporting to** | Academy Business Manager |
| **Position Number(s)** | 386  |
| **Grade** | D |
| **Effective date of JD** | October 2016 | **JE Job Number** | 386  |

**Job Purpose including main duties and responsibilities:**

**This Job Description describes the responsibilities of the Examinations Officer.**

**MAIN ACCOUNTABILITIES:**

To work closely with the Line Manager to ensure that the following accountabilities are achieved:

To be responsible for the management and administration of essential and good practice tasks within the examinations process of both public and internal examinations.

Contribute to a positive ethos in the College in which everyone, staff, pupils, parents and directors feel valued.

**Exams**

* Preparation, planning, development, organisation, management and running of both public and internal examinations.
* Providing a centre timetable to include dates, times, venues and number of candidates; including resolving examination clashes in accordance with regulations.
* Liaise with Site staff regarding exam arrangements.
* Deal with all matters concerning special considerations and access arrangements in conjunction with the SENCo.
* Liaise with Heads of Department with regard to meeting examination deadlines.
* Arrange invigilation, including briefing and training invigilators in school procedures.
* Monitor incoming documents to ensure the correct papers are received from the examination boards and are stored correctly.
* Making arrangements for internal examinations, including the production of the timetable, rooming and invigilation.
* Attendance on results “download” day and exams results days.
* Liaising with parents, pupils and examinations boards regarding queries.
* Maintaining the archive of historical examinations data.

**Health and Safety**

Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

Co-operate with the employer on all issues to do with Health, Safety & Welfare.

**Continuing Professional Development**

Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

**Location**

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.

**This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied which do not change the level of responsibility or the general character of the job.**

**Signatures:**

Line Manager …………………………… (Print name) Date: ……………………………

Postholder ……………………………….. (Print name) Date: ……………………………