



## Appointment information **Examinations Officer**

February 2018 or as soon as possible thereafter

### **The College**

Queen's College is a highly successful independent girls' school of 370 girls, aged 11-18. The College is a member of the Girls' Schools Association and prides itself on its friendly and supportive atmosphere, highly valued by girls, parents and staff. It holds an important position in the history of girls' education being the first school in Britain to give young women a formal academic education leading to recognized qualifications. Nowadays the College's Harley Street location provides many educational and cultural opportunities, which are a source of real enrichment. The College is academically selective, has been achieving increasingly strong results in recent years, and has recently undergone significant developments (most notably with the construction of a new sixth form centre which opened in February 2017). More details about Queen's College, including public examination results and leavers' destinations, can be found on our website: [www.qcl.org.uk](http://www.qcl.org.uk).

### **The role**

We are seeking an Examinations Officer to oversee all aspects of examinations management within the College for both public and internal examinations. The post holder will also oversee and administer the daily cover rota for absent staff, allocate teaching staff to examination invigilation duties, and oversee changes to allocated classrooms. The Examinations Officer will report to the Senior Deputy Head (Senior Tutor).

The starting date for this role is February 2018 or soon as possible thereafter. During time term, normal hours of work will be 37 hour per week, with the day starting at 8am and finishing at 4pm. It may be necessary to vary this pattern on certain occasions during the year. In addition to normal hours during term, it will be necessary to work for 3 week in late August and early September when examination results are issued.

### **The person**

The post holder will have excellent administrative skills and computer literacy. They will be highly efficient and organised. They will be articulate, have excellent communication skills and able to deal sensitively with a variety of situations with teachers, examination invigilators, pupils, parents and examination board representatives. The ability to be clear and assertive whilst remaining calm, composed, tactful and flexible is essential. They will show very close attention to detail and accuracy while being aware of the broader context of working in a school. They should have the ability to prioritise their own workload, dealing with changing and conflicting demands effectively.

## Job Description

The post holder is required to:

- Oversee all arrangements for all public examinations i.e. GCSE/IGCSE, EPQ and A-level, including attention to the detail of which candidates are entitled to Examination Access Arrangements (EAA) and ensuring their requirements are met, working closely with the Senior Tutor and Learning Support Coordinator.
- Plan an annual calendar of all external and internal examinations, and produce timetables for each of these, resolving clashes where these arise.
- Ensure that all public examinations start and finish appropriately in line with examination board regulations.
- Co-ordinate the preparation and submission of entries to examining bodies, and the processing of coursework marks and despatch of work to moderators, in liaison with Heads of Department.
- Ensure all examination papers and stationery are delivered safely to the College, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately.
- Oversee arrangements for internal examinations, including the creation of internal exam timetables and accommodating the needs of pupils with access arrangements.
- In collaboration with the Senior Tutor, to ensure that room arrangements and proper invigilation of both external and internal examinations is in place
- Ensure that pupils are given all the necessary relevant information about examination entries, the dates and times of the examinations, conduct during examinations and the collection of results and certificates and that this information is given in good time.
- Ensure that all necessary stationery and materials and other requirements are provided for examinations.
- Undertake appropriate correspondence with the various examination boards, including but not restricted to:
  - Dealing with issues relating to Enquiries About Results (EARs) and other administrative issues such as pupils who require special consideration.
  - In collaboration with the Senior Tutor, dealing with enquiries from parents and pupils, including former pupils.
  - Receiving examination results and certificates and making arrangements for their issue.
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies and the JCQ.
- Escort the JCQ inspector when inspections take place.
- Keep a record of and account for income and expenditure related to all examination costs and charges.
- Work alongside the Principal, Senior Tutor and Database Administrator to provide information related to public (and if required, internal) examinations in a format which is easily accessible so that effective examination analysis can take place immediately after results have been received and processed.
- Coordinate and oversee all aspects of baseline testing from CEM (currently MidYIS and ALIS) and liaise with the Senior Tutor to ensure that these tests take place smoothly.
- Participate in appropriate CPD with the agreement of the Senior Tutor.
- Organise, administer and publish the daily cover rota for absent staff and allocate teaching staff to exam invigilation duties.
- Organise and publish daily changes to allocated classrooms.
- Undertake any other reasonable related duties and responsibilities of an equivalent nature, as may be determined by the Principal from time to time, in consultation with the post holder.

## Applying for the role

Applications should be made on the Queen's College application form, with the names and contact details of three professional referees (to include your current or most recent headteacher if you are or have been employed in a school), and accompanied by a supporting covering letter. **Please do not send CVs** or apply directly from the *TES* online. The application form, together with other useful information, can be obtained from the Principal's PA, Miss Gemma Nicholson ([gnicholson@qcl.org.uk](mailto:gnicholson@qcl.org.uk)) or can be downloaded from the College website ([www.qcl.org.uk](http://www.qcl.org.uk)).

Completed application forms and covering letters should be sent via email (preferably) to the Principal's PA ([gnicholson@qcl.org.uk](mailto:gnicholson@qcl.org.uk)) or by post to the Principal's PA, Queen's College, 43-49 Harley Street, London W1G 8BT.

The deadline for applications is 10am on Tuesday 23 January 2018 and interviews will be held later that week.