



Examinations Officer

Hours of Work: Full time, term time (35 weeks) + 5 weeks during Eltham College school holidays*
Reports to: Deputy Head - Academic

Principal Role

We are looking for a conscientious and meticulous Examinations Officer to lead a well-resourced department. This is a crucial role within the school that is responsible for the smooth running of all external and internal examinations in accordance with the regulations laid down by the awarding bodies and the school. The school sits IGCSEs, GCSE's, EPQs, AS Levels, GCE A Levels and uses ISAMs for its pupil management system.

The Department

The Examinations Officer leads a team of 17 invigilators and an Exams Administrator and works closely with the Deputy Head Academic, the Data Manager, the Learning Support Team, Heads of Department and the Sixth Form and Middle School pastoral teams.

Main Duties

The following list is not exhaustive but serves as an indication of what the role encompasses:

Management

- Leadership of the Examinations team including responsibility for the management and supervision of invigilators and the Examinations Assistant;
- Arranging invigilation including hiring, briefing, and training invigilators in school procedures;

Other responsibilities

- Organising the administration of all public examinations (IGCSEs, GCSE's, EPQs, AS Levels, GCE A Levels), internal examinations and university tests.
- Ensuring examination arrangements fulfil the examination board requirements, including accurate attendance registers, special consideration applications, the collection, security and dispatch of scripts.
- Liaising with all staff during the preparation of exam entries;
- Disseminating information, answering enquiries, and dealing with complaints regarding external examinations with staff, students, and parents/carers;
- Submitting entries for external examinations to awarding bodies in advance of deadlines;
- Organising and implementing the agreed appropriate provision of Access Arrangements and Special Considerations, as laid down by various awarding organisations, with the SEN/D Co-ordinator and relevant academic staff;
- Managing the daily running of external examinations, ensuring all required materials are in the examination rooms for the start of the examinations, and arrangements for candidates with special education needs are in place;
- Liaising with all relevant stakeholders to ensure the timely submission of NEA and course work.
- Organising exam materials, providing safe custody of, and organising examination stationary and materials, including question papers, in accordance with regulations;
- Providing a centre timetable to include dates, times, venues, and number of candidates
- Resolving examination clashes in accordance with regulations;



- Being present and available in school on the days when results are notified, and overseeing the distribution of results to candidates;
- Producing analyses regarding examination entries and results as soon as practicable, in conjunction with the Deputy Head Academic
- Overseeing the checking and distribution of certificates;
- Processing enquiries about results and requests for return of scripts
- Encouraging a positive examination culture in the school to which all staff and students subscribe;
- Marking arrangements for internal examination, including the production of the timetable, rooming and invigilation;
- Liaising with the Bursary to ensure that pupils are billed appropriately for examination fees;
- Working with the Head of Medics and Head of Oxbridge to facilitate university entrance tests
- Carrying out other reasonable requests, in line with the broad responsibility of the job

Person Specification

- A well-qualified and confident administrator, either with experience of Examinations administration, or experience from a similar role within a secondary school environment
 - Excellent IT skills and digital literacy including experience of using Management Information Systems (MIS);
 - Effective interpersonal and communication skills, capable of dealing with staff, students and parents;
 - Honesty and integrity;
 - A calm persona with an ability to work under pressure, with minimal supervision; and,
 - Common sense and the ability to work smoothly and harmoniously with other members of staff.
- *The 5 weeks' working during Eltham College holidays are typically comprised of:
- Two + weeks in August (A Level and GCSE results' weeks)
 - Days in advance of internal exams (held in the first week back in January),
 - Additional days during February half term, Easter holidays, October half term and the end of the Summer term.

The post holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and will ensure compliance with the School's Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead.