



## **Job Description: Examinations Officer** **Grade 5, term time plus 2 weeks**

### **Core Purpose**

The person appointed will:

- 1) ensure that effective procedures are developed and implemented in relation to all aspects of the school's internal and external examinations and assessments.
- 2) maintain and oversee the school's cover diary to minimise disruption to Teaching and Learning in the event of staff absence.

### **Examinations**

- To work with Senior Leaders to prepare and arrange Big Test Weeks, pre-public examinations and public examinations in accordance with the school calendar.
- To take ownership of the school's examinations policies and present these for annual review by Senior Leaders.
- To ensure that Senior Leaders are made aware of any changes to awarding body and JCQ standards, requirements and regulations.
- To ensure the SIMS Examinations Module is set up and maintained correctly.
- To manage and maintain the examination entry process for all qualifications, academic and vocational, taking account of external and internal deadlines and including online examinations.
- To work with the SENCO to ensure all students eligible for access arrangements with regard to examinations receive their entitlement, and that appropriate support is in place and applications are made by the deadlines specified.
- To manage the Examinations budget.
- To liaise with the Head of Technical Services to ensure that any computer hardware or software required for examinations is available, working properly and up to date.
- To ensure all examinations are conducted to the standards, requirements and regulations stated by Loreto High School, the Awarding Body and the JCQ.
- To meet with the JCQ inspector and facilitate their yearly visits.
- To have operational responsibility for the management and safe storage of all examination materials before, during and after each examination.
- To produce a timetable of all internal and external examinations to be shared with staff, parents and students as required.
- To prepare and publish seating plans for all internal and external examinations in a timely fashion.
- To recruit, train and manage the team of external invigilators.
- To manage the administration any non-examination assessments required for the qualifications delivered, ensuring that the correct documentation is completed and assessments dispatched and/or shared with awarding bodies as required.
- To support the Attendance Officer in ensuring full attendance at each examination.
- To ensure all requests for special consideration are processed by the deadline.
- To ensure all examination papers are dispatched in accordance with awarding body procedures.
- To download external examination results into SIMs on results day.
- To produce examination results slips for students and manage the distribution of these on results day.
- To manage all aspects of post-results services.
- To manage the storage and distribution of certificates for students.

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- To be the first point of contact for all colleagues in relation to examinations.

#### Cover

- To manage the school's cover diary, accounting for all planned future absences.
- To plan and produce the daily teacher absence cover schedule.
- To arrange internal cover where possible, or to book external supply teachers where necessary to facilitate teaching and learning.
- To maintain the SIMS Cover module and ensure it is used appropriately to maximise efficiency within the school.

#### General Duties

- To assist the SIMS/Data Manager and the Administrative Services department in the administration of reporting and parental engagement when necessary.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The post holder will be expected to comply with all reasonable requests from any manager to undertake work of a similar level, that is not specified in this job description.