

Epsom & Ewell High School

Post:	Examinations Officer
Grade:	Surrey Grade SP7 £ 23,809 - £28,370 pro rata depending on experience
Pattern:	35 hours/ 42 weeks per annum to include the period around and including GCSE and A level results
Responsible to:	Office Manager

Job Description

Administration

1. To carry out general administration tasks outside the exam season including student reporting

Examinations, Data & Reporting

1. To operate as the school's examinations officer and undertake the associated administration including electronic entry and registration for courses for external qualifications
2. To operate as the school's examinations officer and undertake the associated administration for internal and mock examinations
3. To act as a focal point for examination queries; liaising with staff, students and/or parents as necessary, ensuring that all relevant documentation is processed in this regard.
4. To receive, securely store and make available examination papers and other material from the examination boards to relevant staff in line with JCQ requirements
5. To ensure that applications for any special requirements are submitted on time and to liaise with Examination Boards and the SEN & HRB departments with regard to these applications. Prepare cases for special consideration by the examination boards e.g. in case of illness.
6. To manage the entry of external candidates where this is agreed; usually for ex pupils, staff or relatives of current staff but other candidates where this can be managed within current resources.
7. To record the payment of entry fees paid by students, issue of receipts for the same and process payments for examination board fees and to liaise with finance accordingly.
8. To liaise with the relevant staff regarding the allocation of invigilators for examinations and the use of school facilities.
9. To issue statements of entry and exam timetables to students for internal and external examinations.
10. To check examination papers and coursework, when received, and ensure their despatch as appropriate.

11. To produce and distribute to staff an annual calendar for exams and related deadlines.
12. To ensure that downloading of examination results onto SIMS occurs and the issue of results to students and subject leaders.
13. Provide a post results service for students and staff, including the submission of result enquiries and appeals.
14. To collate individual results for distribution to students and to provide lists of results for distribution to teaching staff.
15. Prepare accurate examination and statistical information for the purpose of analysis to the headteacher and other senior staff, Surrey County Council and the DfE as requested by the headteacher or his/her representative.
16. To provide information/data for the school prospectus and other reports required by the headteacher and governors.
17. To check examination certificates when received and prepare these for distribution.
18. The provision of statistical and other information for analysis/decision making as required.
19. To be aware of JCQ and exam board requirements and ensure that they are met.
20. To oversee the school's student tracking system and production and issue of school reports including error checking.

Census

21. To ensure the SIMS system is updated with the required information for the school and post 16 censuses.
22. To distribute reports and work with other staff to ensure accurate information is prepared.
23. To prepare and submit the school censuses accurately and on time.

Other

24. To carry out any other tasks as reasonably requested by the headteacher or his/her representative.
25. To follow school policies & procedures especially those relating to Child Protection & Safeguarding.
26. To support the ethos of the school.

Person Specification

Essential	Desirable
<ol style="list-style-type: none">1. Good general education2. Experience in an office environment3. Ability to demonstrate proven high level of organisational and administrative talents4. Ability to demonstrate an aptitude for accuracy and detail5. Ability to evaluate , clarify and explain to colleagues and pupils the school's examination policy and procedures6. Ability to assimilate analyse and utilise complex, detailed information7. Good IT skills8. Able to present reports to the SLT and governing body on examination outcomes9. Able to work easily and effectively with both young people and adults10. Able to prioritise, manage and monitor a number of complex procedures	<ol style="list-style-type: none">1. A sound understanding of the national framework of qualifications and how these are assessed2. Detailed knowledge of SIMS Examinations and/or Assessment Manager3. Clear understanding of the school's management and operational structures and lines of communication, its policies and codes of practice