



<b>Post title:</b>	Examinations Officer
<b>Grade:</b>	Grade 8
<b>Job Family:</b>	Business and Public Services
<b>Responsible to:</b>	Assistant Head and Headteacher
<b>Hours of work:</b>	<p>37 hours per week</p> <p><u>Core hours:</u> 35 hours per week</p> <p>Monday: 8am – 3.30pm with 30 minutes for lunch</p> <p>Tuesday: 8am – 3.30pm with 30 minutes for lunch</p> <p>Wednesday: 8am – 3.30pm with 30 minutes for lunch</p> <p>Thursday: 8am – 3.30pm with 30 minutes for lunch</p> <p>Friday: 8am – 3.30pm with 30 minutes for lunch</p> <p><u>Flexible working:</u> 2 hours per week worked flexibly (see below)</p>
<b>Weeks of contract:</b>	<p>40 weeks per annum (being 38 weeks of term time plus 2 weeks to be worked in school holidays and/or INSET days).</p> <p>The school holiday working time will include time for the results days in August. A record should be kept and submitted half termly to the line manager</p>
<b>Flexible working:</b>	<p>Core hours are set out above.</p> <p>Flexible working: 2 hours per week (80 hours per annum) are worked flexibly over a year, which runs from 1 September. A record should be kept and submitted half termly to the line manager.</p>

## Role Description

### Purpose of the Post

- To act as the school's Examinations Officer and to manage the smooth running of internal and external tests and examinations in support of the school's aim for all students to fulfil their potential and achieve well
- To develop and implement high quality policies, procedures, systems and structures for the effective execution of examinations, ensuring compliance with school and exam board regulations, policies and procedures
- To work in conjunction with the Leadership Group / middle leaders / teachers / support staff / external agencies / parents to deliver the above objectives

## Key Tasks and Responsibilities

1. To manage the administration, organisation and smooth running of internal and external tests and examinations including
  - Liaising with Heads of Faculty and Heads of Department regarding examination entries for external examinations
  - Checking examination entries and performing all necessary tasks to secure entries
  - Liaising with examination boards
  - Being responsible for the security, organisation and correct distribution and return of examination papers
  - Making arrangements for invigilation, supervising invigilators and ensuring they are appropriately trained, briefed, resourced and prepared on the day
  - Planning the rooming of examinations and liaising with site staff regarding examination furniture
  - Liaising with the health and safety lead member of the Leadership Group regarding the evacuation of the examination halls and rooms in an emergency
  - Creating examination timetables and seating plans
  - Making arrangements, where possible, for students at this centre to take examinations in subjects they have studied elsewhere
  - Making arrangements, where feasible and appropriate, for candidates who are not students at this centre to take examinations
  - Disseminating information about examinations to staff, students and parents as appropriate
  - Liaising with staff, parents and students to deal with enquiries, queries and complaints about public examinations
  - Managing Access Arrangements for students and ensuring that individual needs are met
  - Resolving any exam clashes, with appropriate provision for students
  - Recording and administering examination results
  - Checking statistics and examination results information before publication
  - Overseeing the copying and distribution of results
  - Checking certificates before they are passed to the school office for students to collect
  - Using the school information systems to provide data and information for analysis of examination results when required
  - Leading on the post-results service, making arrangements to obtain scripts, remarks, reports and following up queries about results from exam boards
  - Being present on the days school is notified of results and the days that results are distributed to handle queries and ensure results information is available
2. To make arrangements for all internal examinations including timetable, rooming and invigilation
3. To keep up-to-date with examination regulations and to attend relevant internal and external meetings regarding examinations
4. To update school exam policies annually in line with JCQ requirements, and to be the main point of contact with the JCQ inspector
5. To publicise and enforce examination regulations in accordance with school and national expectations, including briefing staff and students on examination procedures and conduct, and producing guidelines for staff and students
6. To continuously monitor, evaluate and review systems and working practices, including

keeping up-to-date with the use and benefits of computer packages, ensuring that systems are in place to prevent and detect errors, and exploring ways of streamlining the administration of examinations

7. To line manage a bank of invigilators including assisting with recruitment, arranging training and checking and approving timesheets, within agreed budgetary control
8. To be the budget holder for the examinations cost centres and to carry out purchasing and budgetary control in accordance with the school's financial regulations, including placing purchase orders on the school's accounting system and working with the Accountant to set and monitor the examinations budgets
9. To liaise with teaching staff, support staff, students, parents and external agencies as required
10. To carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policies
11. To maintain confidentiality and observe data protection and associated guidelines where appropriate
12. To carry out any other duties which may be requested by the Head Teacher/Leadership Group commensurate with grading and responsibility of the post

#### **Line management or supervisory responsibilities (if applicable)**

- Supervision of staff providing exams administrative support
- Line management of a bank of Invigilators

#### **Supervision received (if applicable)**

- Line Manager is the Assistant Head with responsibility for examinations

#### **Corporate Responsibilities**

- To be aware of and comply with school policies and procedures
- To work towards the school vision and in support of the school's ethos and aspirations
- To comply with the school Code of Conduct
- To comply with health and safety policies and procedures
- To maintain confidentiality and observe data protection and associated guidelines
- To receive safeguarding training and comply with school policies and procedures
- To carry out the duties and responsibilities of the post in compliance with the Equalities Act and the school's equal opportunities policies
- To act with honesty and integrity and in accordance with the school's financial regulations
- To act appropriately and professionally, and to treat others with courtesy, respect and consideration

## Person Specification

A – application form R- references I – interview T - task

Knowledge and Skills	Essential / Desirable	Evidence
<ul style="list-style-type: none"> <li>Experience of working in an educational environment</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>Ability to work efficiently, methodically and accurately with meticulous attention to detail</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>Proven numeracy skills</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>Ability to efficiently and professionally use word processing, spreadsheet and other IT packages</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>Ability to make effective use of the school's communication and management information systems (CMIS, SIMS FMS, E-portal, email and telephones)</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>Strong written and oral communication skills</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>Excellent planning and organisational skills</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>Ability to multi-task and prioritise own workload</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>Initiative and judgement to use knowledge of rules and procedures to resolve problems</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>Initiative and judgement to use knowledge of rules and procedures to provide guidance on processes and procedures to staff, students, parents and outside agencies</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>Initiative and judgement to know when to request further advice and/or approval</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>Knowledge of safeguarding, health and safety, financial and data protection rules and procedures relevant to role</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>Knowledge of reporting and recording systems</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>Ability to maintain detailed records efficiently and effectively</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>Specialised in-depth knowledge and experience of the requirements and regulatory environment for school examinations</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>Staff management skills</li> </ul>	D	ARI

Personal Qualities	Essential / Desirable	Evidence
<ul style="list-style-type: none"> <li>Able to communicate tactfully, diplomatically, professionally and effectively in a range of ways with a range of stakeholders including staff, students, parents and external advisors and providers</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>Able to work co-operatively as part of a team and to form good working relationships</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>Willing to undertake training and to share knowledge and expertise with other staff</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>Takes care and pride in all work, and has good attention to detail</li> </ul>	E	ARI
<ul style="list-style-type: none"> <li>Systematic, well-organised and able to manage time</li> </ul>		

effectively	<b>E</b>	<b>ARI</b>
• Able to work accurately and calmly under pressure and to manage deadlines	<b>E</b>	<b>ARI</b>
• Flexible and adaptive to changing circumstances and requirements	<b>E</b>	<b>ARI</b>

<b>Qualifications</b>	<b>Essential / Desirable</b>	<b>Evidence</b>
<ul style="list-style-type: none"> <li>Grade C or above in GCSE English or equivalent</li> <li>Grade C or above in GCSE Maths or equivalent</li> <li>5 GCSE's grades A*-C or equivalent</li> <li>Relevant IT qualification</li> </ul>	<b>E</b> <b>E</b> <b>D</b> <b>D</b>	<b>ARI</b> <b>ARI</b> <b>ARI</b> <b>ARI</b>

<b>Corporate Competencies</b>	<b>Essential / Desirable</b>	<b>Evidence</b>
<ul style="list-style-type: none"> <li>General knowledge and understanding of the requirements of a school environment</li> <li>Ability to relate to students aged 11 to 18</li> <li>Punctuality and reliability</li> <li>Understanding of the importance of safeguarding and the welfare of children, and a commitment to remaining up to date with requirements of the role in this area</li> <li>Understanding of the importance of financial rules and procedures and a commitment to remaining up to date with the requirements of the role in this area</li> <li>Understanding of the importance of health and safety rules and procedures and a commitment to remaining up to date with the requirements of the role in this area</li> <li>Understanding of the importance of Equalities Act requirements and a commitment to remaining up to date with the requirements of the role in this area</li> <li>Understanding of the need for confidentiality and knowledge of data protection principles</li> </ul>	<b>E</b>  <b>E</b> <b>E</b>  <b>E</b>  <b>E</b>  <b>E</b>  <b>E</b>	<b>ARI</b>  <b>ARI</b> <b>ARI</b>  <b>ARI</b>  <b>ARI</b>  <b>ARI</b>  <b>ARI</b>

Signed and Dated by Post Holder
<p>Signed: _____</p> <p>Name: _____</p> <p>Date: _____</p>