

**LAWRENCE SHERIFF SCHOOL**

**A National Teaching School**

**RUGBY**

**JOB DESCRIPTION**

**TITLE OF POST: Examinations OFFICER**

**Line Manager:** Headteacher

**Salary Scale:** Grade H, points (15-17) with possible progression to Grade I, points (18-20)

**Hours:** Negotiable from 35 hours per week term time + 5 weeks school holiday 8.15 am – 3.45 pm Monday to Friday up to full time with additional duties

(There is the expectation that extra hours will be worked during the main exam period and so some flexibility will be required.)

**Post Objectives**

To administer and organise all aspects of external and internal exams and ensure prompt and accurate submission of external results data.

**Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.**

**Safeguarding and Confidentiality**

* Ensuring the safety and well-being of students. All staff are required to obtain an Enhanced Disclosure and Barring Service Check (DBS Check formerly known as CRB Check) on appointment and will undergo induction and child protection training, with regular updating
* Maintaining confidentiality regarding matters relating to staff, students and other information related to the operation of the school
* Adhere to all Health and Safety procedures in place both across the whole school and in relation to specific work areas to ensure the safety of everyone on the school site.
* Maintain awareness of Child Protection procedures
* To be aware of and support difference and promote equal opportunities for all

**1 - Responsibilities**

* Responsibility for the administration and organisation of both public examinations for the school and for the management of associated school data
* Responsibility for the administration and organisation of internal examinations
* Liaise with the Data Manager to support the maintenance of school data
* Liaise with Subject Leaders in finalising student entries, ensuring timely return of disseminated paperwork
* Responsible for the submission of examination registrations, entries, forecast grades and coursework marks for external exams to the Awarding Bodies for all public exams
* Arrange for all internal and external examinations, including rooming, timetabling, deployment & management of invigilators and dissemination of information to staff, students and parents within JCQ guidelines and school policy, liaising with other staff as necessary
* Remedy any exam clashes and make appropriate provisions for students within JCQ guidelines
* Receive, check, sort and secure external examination papers as they arrive and be responsible for examination stationery in line with JCQ regulations
* Check, pack and arrange the despatch of all external examination papers by relevant authorised means
* Ensure exams are conducted to the standards required by the JCQ
* Be responsible for the daily running of public examinations including seating plans, candidate numbers and also organising all requirement of any practical exams
* Inform the relevant staff about arrangements that need to be made for furniture set up in the main hall, the gyms and/or other examination rooms
* Brief students on examination systems, procedures, and conduct
* To produce guidelines for staff and students, including exam session conduct guidelines to all students and staff
* To collate and distribute statements of entry to students and exam timetable
* Collaborate with the SENCo in making appropriate access arrangements for students with special educational needs; ensuring provision for students with access arrangements and special consideration requests are implemented
* Monitor exam attendance and take appropriate action in liaison with Pastoral Department and Attendance Manager
* Arrange re-marks, reports and enquiries about exam results with the examination board; to manage access to script requests and to ensure information on all these services is available to staff and students
* Provide relevant statistics on examination entry and examination results to the Senior Leadership Team (especially on the day of restricted release of results), Data Manager and to other colleagues as required
* To ensure there is a full complement of trained exam invigilators and to manage the work of other staff who are deployed during the exam season
* Be involved in the appointment of exam invigilators and ensure a thorough induction, including safeguarding training
* To ensure release of exam results, deal with queries and requests for re-marks
* To manage the distribution of exam certificates with Head of 6th form and Head of Year 11
* To analyse and provide external exam data as required in conjunction with the Data Manager
* To liaise with the Finance Department as required

2 - To complete all tasks to the highest possible standard

3 - To be punctual and discreet

4 - To have the ability to work on own initiative

5 - To report any issues or incidents to your appropriate supervisor

6 - Any other duties that are within the spirit and the scope of the job purpose and its grading

**The above list is not a definitive guide to the duties associated with the post. The postholder will have the opportunity to develop the role and take on new challenges, and is suitable for someone looking to develop their career within a busy school environment.**

Please note that this is a job description, not a contract, and may be reviewed from time to time with the Headteacher.

**PERSON SPECIFICATION – Examinations Officer**

**Qualifications, Training and Abilities**

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| --- | --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** | **Identified through:**  **A – application form**  **I – interview**  **R – references** |
| **Qualifications** | A good general education, including English and Mathematics | Educated to A level standard or equivalent | A, I, R |
| RSA 2 Word Processing / typing or equivalent | Other secretarial/office qualifications | A, I, |
| **Experience** | Working knowledge of Microsoft Office (being highly proficient in word processing, databases and spreadsheets) | Knowledge of SIMS packages | A, I |
| Experience of working in a busy office to tight deadlines | Experience of working in a school office environment | A, I, R |
| Understanding of examinations systems |  | A, I |
| Evidence of ability to create and maintain office systems |  | A,I |
| **Skills and Aptitudes** | Ability to maintain confidentiality |  | I |
| Excellent organisational abilities |  | I |
|  | Ability to use initiative and prioritise effectively |  | I |
|  | Ability to communicated sensitively and tactfully with a range of people | Understanding of the issues facing schools | I |
|  | Ability to work calmly under pressure |  | I,R |
|  | Ability to work effectively as part of a team |  | A, I, R |
|  | A willingness to undertake appropriate training |  | A, I |
| **Personal Qualities** | Discreet |  | A, I, R |
| Organised |  | A, I, R |
| Flexible |  | A, I, R |
|  | Confident |  | A, I, R |
| Accurate |  | A, I, R |