



Role Profile for the Post of Exams Officer

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| Accountable to: | Assistant Headteacher |
| Accountable for: | Invigilators |
| Location: | General office |
| Grade: | 6 (SCHG63h) |

Job Summary

To be responsible for the efficient and effective running of the administration of all internal and external examinations within the school, including liaising with staff, students, invigilators and examination boards.

Main Responsibilities

- Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken.
- Liaise with staff/Heads of Faculty re student examination entries.
- Disseminate examination information to staff, students and parents/carers, including exam and invigilation timetables, guidelines and querying results.
- Complete examination entries and securely store and send completed examination papers to external examination boards.
- Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements.
- Organise & manage the school's invigilation team, including training and ensuring up-to-date information is provided to them.
- Manage arrangements for internal examinations.
- Responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationary.
- Make arrangements for the downloading, collation and distribution of public examination results.
- Make arrangements for the specific needs of individuals (e.g. SEN), external entrants who are not school pupils and for school pupils to sit examinations elsewhere.
- Responsible for the recovery of fees/monies from candidates/absentees
- Manage the examinations budget.

Other Duties

- Maintain confidentiality and observe data protection and associated guidelines where appropriate.



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- Observe all Oathall Community College practices relating to child protection, security, fire and emergency and Health and Safety.
- Understand and comply with all other relevant school policies.
- Attend courses and broaden knowledge and skills relevant to responsibilities
- Be available to work flexible hours as the needs of the business dictate.
- Carry out any other reasonable duties and responsibilities commensurate with the post.

Person Specification

| Type of education, skills, attribute and experience | Requirement level |
|--|-------------------|
| Education | |
| Education to minimum level 3 qualification including a level 2 qualification in English and Maths | Essential |
| Degree, diploma, recognised professional qualification in a relevant area | Desirable |
| Experience & Skills | |
| Highly computer literate and able to type. Able to use standard office software applications (Excel, Google, Word, Outlook etc.) | Essential |
| Excellent standard of spoken and written English | Essential |
| Exceptionally good organisational skills including the ability to plan, prioritise, work to deadline and manage time effectively | Essential |
| Experience of working or volunteering in a school exams environment | Highly desirable |
| Experience of working with SIMS or similar management information systems | Highly desirable |
| A comprehensive understanding of 11-16 academic structures | Desirable |
| Attributes | |
| Must be able to work flexibly during exam periods (early starts/late finishes) | Essential |
| Must be able to work in the August results release period (usually 2-3 days) | Essential |
| Confident communicator – both face-to-face, on the phone and in writing | Essential |
| Positive, can-do attitude | Essential |
| A desire to learn and develop skills through independent research. An ability to use own initiative to 'work it out'. | Essential |
| A desire to see jobs completed to a high standard & with close attention to detail | Essential |
| Ability to use initiative, work independently and manage and prioritise own workload. | Essential |
| Ability to collaborate and work as a team | Essential |
| Smart professional appearance | Essential |