



HATCH END HIGH SCHOOL

Lead Exams Officer

36 hours per week

Term Time Only plus 5 days in August

Salary: H7 (£31,563 - £33,384 per annum)

JOB PURPOSE

The efficient management of all external examinations and the organisation of all internal examinations including communications with the Examination Boards and dealing with all queries on exams from other sources including school staff, parents, present and past students.

REPORTING

- The post holder will report to the Data Manager

RESPONSIBLE FOR

- Exam Officer (P/T)
- Exam Invigilators
- Exam systems and processes

WORKING TIME

- 36 hours per week – the usual working pattern is 9am-5pm but this will vary between the exam and non-exam seasons. Flexibility is essential to enable the smooth running of the examinations and TOIL (Time Off In Lieu) can be taken in term time when there are no exams.
- Please note, the days in August are during the GCSE & A-level results periods.

KEY DUTIES

- Set up Exams Organiser with all syllabuses and candidates for the current exam season.
- Process entries into Exams Organiser and submit entries to the Examination Boards using EDI by the deadline.
- Distribute subject materials to HODs e.g. syllabuses, coursework details, estimated grade forms, coursework mark sheets and other exam materials to HODs
- Collect exams entries and liaise with HODs to ensure exam entries are made within the deadline. Put all exam deadlines in the staff bulletin.
- Compilation and input of all external candidates.
- Allocate candidate numbers & UCI's and sort out student queries as appropriate.
- Keep up to date with exam syllabuses and specifications.
- Compile exam timetables for individual students and overall exam timetable for school notice boards, and for rooming/invigilation purposes.
- Provide statistical analysis on entries and resits and advise to senior management.
- Deal with queries from exam boards on entries and student details.
- Process amendments to exam entries.
- Organising rooming and desk availability including cover of displaced lessons in liaison with the SENDCo, Cover manager and 6th form team.
- Organising seating plans and invigilators for all exams and sending details to students.
- Making alternative arrangements for student exam clashes.
- Secure transfer of exam papers, answer books, attendance lists and other equipment to exam rooms.

- Organising student entry and exit from the exam rooms with the designated member of SLT/senior staff.
- Ensuring exam conditions in exam rooms and deploying invigilators.
- Collect and collate exam papers and transfer to secure place for packing.
- Check and pack exam papers and attendance lists, arranging collection.
- Complete and send off special consideration requests.
- In liaison with the responsible HOY / HOD / Assistant Head, organise timetabling, rooming, invigilation etc for internal exams and controlled conditions assessments.
- Organise receipt of exam results in hard copy form and by computer.
- Organise collation of individual results and distribute to students.
- Distribute copies of results to management and teachers.
- In liaison with the Data Manager and designated member of SLT produce full statistical results analysis for management/teachers.
- Advising students/ teachers on results
- Sort out any queries on results.
- Administer any appeals, remark applications, decline of grades, late requests for claiming grade, access to scripts requests and collect any associated fees.
- Collate certificates when received from the exam boards and arrange for their secure distribution.
- Answer queries from ex-students about their exam results/certificates and from parents, teachers, current students, management on a variety of exam related issues
- Organise and supervise external invigilators for all external and internal exams
- Updating exams policies and procedures.
- Liaise with the IT team to organise online exams.

OTHER DUTIES AND ACCOUNTABILITIES

- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/Designated Safeguarding Lead.
- Adopt flexible working practices where required.
- To attend team meetings, staff meetings and school events as directed
- Ensure compliance with your responsibilities as laid out in the school's equal opportunity policy and take an active role in promoting equality and diversity.
- Take part in performance appraisal and participate in training and other learning activities and performance development as required.
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with its level of responsibility as and when required and with agreement.
- To act as Fire Marshall if required.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- To respect the confidentiality of all information relating to pupils, staff and their families.
- The duties of the post outlined above are not exhaustive, and the postholder will be expected to be co-operative and flexible, undertaking such other duties as may reasonably be required of a member of administrative staff in a school.

December 2024



HATCH END HIGH SCHOOL

Lead Exams Officer

36 hours per week

Term Time Only plus 5 days in August

Salary: H7 (£31,563 - £33,384 per annum)

PERSON SPECIFICATION

EDUCATION, QUALIFICATIONS AND TRAINING

| | Essential | Desirable | How Identified |
|--|-----------|-----------|-----------------------|
| Evidence of training and/or qualifications which reflect appropriate skills e.g. NVQ Level 3 or equivalent | Yes | | Application |
| Educated to degree standard or equivalent qualification/experience | | Yes | Application |
| Good Literacy and numeracy – GCSE Maths and English Grade C or above. | Yes | | Application |
| Excellent Computer Literacy skills. | Yes | | Application Interview |

EXPERIENCE

| | Essential | Desirable | How Identified |
|--|-----------|-----------|---------------------------------|
| Previous experience of Exams administration and supervision | Yes | | Application Reference Interview |
| Experience of working in a school or similar educational environment | Yes | | Application Reference Interview |

KNOWLEDGE, SKILLS AND ABILITIES

| | Essential | Desirable | How Identified |
|---|-----------|-----------|---------------------------------|
| Experience of or a willingness to train on specific school-based ICT systems e.g. SIMS | Yes | | Application Interview |
| Excellent knowledge of Email and Office applications, eg Word, Excel, PowerPoint | Yes | | Application Interview |
| Able to work within agreed parameters and understand and follow instructions; the ability to consider others point of view and accept compromise solutions | Yes | | Reference Interview |
| Excellent communication & interpersonal skills and ability to communicate effectively with colleagues, students, parents/carers, suppliers and contractors. | Yes | | Reference Interview |
| Ability to lead and motivate a team and work effectively in it | Yes | | Application Reference Interview |
| Ability to cope with periods of pressure, work | Yes | | Application Reference |

| | | | |
|--|-----|--|---------------------------------------|
| flexibly and proactively address issues | | | Interview |
| Able to quickly establish positive working relationships with a wide range of people from within and outside the school | Yes | | Application Reference Interview |
| Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment | Yes | | Reference Interview |

| | | | |
|--|-----|--|---------------------------------------|
| Effective work presentation skills and a high degree of accuracy | Yes | | Application Interview |
| Excellent numeracy and literacy skills | Yes | | Application Reference Interview |

OTHER REQUIREMENTS

| | Essential | Desirable | How Identified |
|--|-----------|-----------|---------------------------------------|
| Planning and prioritising own workload and managing conflicting demands | Yes | | Application Reference Interview |
| Able to work flexibly to meet deadlines and unplanned situations | Yes | | Reference Interview |
| Enthusiasm, energy and commitment | Yes | | Reference Interview |
| A commitment to safeguarding & promoting the welfare of children and young people | Yes | | Reference Interview |
| A commitment to the school's ethos, aims and its whole community. | Yes | | Reference Interview |
| A willingness to undertake additional training, keep up-to-date with developments and changes in good practice | Yes | | Application Interview |
| Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity | Yes | | Application Reference Interview |
| Evidence of excellent attendance and punctuality record | Yes | | Interview Reference |
| First Aid certificate or willingness to gain one | | Yes | Application Interview |
| DBS Checked | Yes | | Application |