Park High School

JOB DESCRIPTION

EXAMINATIONS OFFICER (Full time, Term Time Only plus 4 weeks - 3 weeks during the summer holidays, with a further 5 days over the rest of the year)

Normal hours 8.00 am to 4.00 pm

Salary Grade: HO5

Reporting to: Data and Assessment Manager

Purpose of role:
To support student achievement through the smooth running of public and internal examinations, including being part of strategic planning as well as the day to day management of the examinations cycle. Whilst this will be the main role, we would expect the post-holder to support the Data and Assessment Manager at other times.

Although the advertised working hours are 8.00 am to 4.00 pm, at the time of examinations the post-holder will be expected to start earlier and finish later.

Main role/responsibilities:

1. Responsible for the efficient and effective administration and oversight of all arrangements relating to external and internal examinations and assessments.
2. Liaising between exam boards, Heads of Department and SLT.
3. Circulation of information and instructions from examination boards to all relevant staff.
4. Plan an annual calendar of external and internal examinations and distribute this to SLT.
5. Responsible for recruitment, induction and training and management of invigilators including liaising with external agencies.
6. Responsible for deployment of invigilators bearing in mind budget costs.
7. Responsible for maintaining the Examinations Policy.
8. Escort the JCQ inspector when inspections take place.
9. Check, collate and oversee the distribution of all certificates for students.
10. Liaising with external candidates.
11. Liaising with the SENDCO to organise and apply for appropriate access arrangement support for students with Special Needs. To keep records of evidence for JCQ inspections.
12. Collect syllabus requirements, entries, estimated entries, coursework marks, estimated grades, from Heads of Department Staff to meet deadlines set by Examination Boards.
13. To ensure that entries are processed accurately and timely to avoid late entry fees/penalties.
14. Check that sufficient quantities of papers are ordered, received and that procedures for the storage of examination papers are adhered to.

15. Ensure all coursework mark forms are provided to Heads of Department and all coursework is processed through the examinations office and sent to the relevant moderator or examiner within the deadlines set.
16. Develop, maintain and review efficient and effective systems in respect of examinations, data, entries and procedures.
17. To brief and update the Data and Assessment manager and senior and middle leaders annually and in addition when changes occur relating to examination arrangements or specifications.
18. Liaising with premises staff, IT staff and Learning Support department for examinations to ensure all rooms are set up appropriately.
19. Responsible for setting up the examination room requirements including any equipment required.
20. Responsible for collection and storage of scripts securely until sent to the Examination Board.
21. Responsible for keeping certificates of posting, Parcel Force logs and any other important certification relating to the security of examinations and coursework material.
22. Responsible for download, collation and distribution of examination results to students, Heads of Department, SLT and the Headteacher.
23. Processing special consideration requests as required.
24. Managing and processing all enquiries about results and informing students of the outcome.
25. To attend relevant training opportunities as appropriate and update the Data and Assessment Manager/SLT.
26. Keep accurate accounts of any fees paid by students.
27. Keep a record of all entries and amendments and ensure invoices are reconciled to ensure payments correlate with invoice.
28. Creating and distributing examination timetable showing dates, times and locations for both external and internal examinations.
29. Ensure all students have received and signed for their statement of entry, timetable and relevant JCQ notices.
30. Liaise with BTEC Administrator for requirements for on-screen testing and organise and arrange with ICT to run these examinations. Input assessment results on Examination Board secure websites.
31. Support the Data and Assessment manager with analysis and reporting systems.
32. Undertake such other duties as may be directed by the Headteacher, commensurate with the grading of the post.

Required skills:

1. English and Mathematics GCSE or equivalent.
2. Ability to prioritise work.
3. Ability to learn new systems quickly and the confidence to use them with a high level of accuracy.
4. Sound knowledge of the examination system at KS4 and KS5.
5. Excellent organisation skills and the ability to work independently and to take initiative, when appropriate.
6. Excellent interpersonal and communication skills to deal with and manage staff, pupils, parents, outside agencies and other key stakeholders.

7. An excellent level of ICT skills, including databases, outlook, spreadsheets and word processing and the ability to manipulate data.
8. The ability to prioritise own workload, dealing with changing and conflicting demands effectively.
9. The ability to make decisions and to use initiative on a daily basis whilst understanding when to consult or defer to others.
10. The ability to deal with students in a confident and sensitive manner.
11. The ability to remain calm under pressure and work to tight deadlines to a high professional standard with a focus on detail and accuracy.
12. Ability to generate ideas and drive solutions.

Generic Responsibilities for All Park High School Staff

1. To actively promote the aims and ethos of Park High School.
2. To be committed to child safety and undergo child protection screening (DBS check) and training.
3. To work within the Park High School framework with regard to Health and Safety.
4. To promote equal opportunities at Park High School.

September 2017