**Job Description**

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| **Name** |  |
| **Date Reviewed** | May 2019 |
| **Job Title** | Examinations Officer |
| **Grade** | Band 3 |
| **Reports to** | Office Manager, Assistant Headteacher, Deputy Headteacher, Headteacher |
| **Liaison with** | Teaching staff, non-teaching staff, exam boards, students, parents |
| **Job Purpose**  **Safeguarding**  **Responsibilities** | * Administration and organisation of all aspects of External Examinations * Administration for Pre-public Examinations and Internal Examinations * Demonstrate a commitment to keeping children and young people safe * Report any disclosure made to you to the appropriate person * Report any safeguarding concerns in the workplace to the appropriate person * Maintain an awareness of the Trust policies in relation to safeguarding |
| **Duties**  **Internal Exams**  **Public Exams**  **Key Stage 4** | * Collect departmental requirements for internal examinations including Mock GCSE’s * Construct and distribute internal examinations timetables – venues and timing * Produce letters to parents regarding examinations * To liaise with Deputy Headteacher and/or SLT to oversee students’ entry, exit and conduct during internal examinations * Arrange invigilation for internal examinations * Collect and send estimated entries to the Boards (between June and October) * Download syllabuses, past papers and support material * Distribute and disseminate communication from Examination Boards – regulations, INSET materials, syllabus availability, fees, provisional and final timetables etc. * Access Arrangements, approved by SENCO, and Special Considerations – make application to the Boards by deadline * Arrange training for exam invigilators and facilitators annually * Examination entries – ensure correct syllabus, tier, modules are entered using SIMS Examination Module and A2C * Set deadlines for examination tier movements and send Entry Amendment files to the Boards using A2C * Non Exam Assessments & Coursework – set deadlines for HODs, enter marks/grades online for each exam board, check completion of all necessary paperwork and send to Board/Moderator by due dates * Construct master examination timetable – allocate rooms and seating and arrange invigilation * Liaise with Site Team – layout and setting up of examination venues * Examination Clash control – ensure students affected know procedure * Arrange supervision of students affected by clash of examinations * Print and distribute individual student timetables and Candidates Notices * Examination letters to parents * Ensuring security of examination papers * Examination stationery control * Ensure correct papers, stationery, candidate numbers are in the exam rooms * To organise with Deputy Headteacher/SLT the starting of examinations * Ensuring invigilation rules and procedures adhered to, correct notices displayed * Completion of examination registers * Despatch of exam papers and registers to examiners * Downloading results using A2C * Printing and distribution of individual student results * Dissemination of results and examiners reports to Senior Leadership Team and Heads of Department * Request consent from students and apply for re-marks and/or re-moderation * Checking and distribution of certificates |
| **General** | * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. * To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace * Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy * The Sigma Trust is committed to safeguarding and promoting the welfare of children and young people and expects allstaff and volunteers to share in this commitment * The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade |

**PERSON SPECIFICATION EXAMS OFFICER BAND 3**

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Educated to NVQ Level 3 or equivalent  Experience in School Exams and timetabling  Completion of DCSF Induction programme  Experience of working with children |
| Knowledge of relevant policies and procedures | Knowledge of School Internal and External Examination Processes |
| Literacy | Excellent Reading and Writing Skills |
| Numeracy | Ability to count and undertake calculations |
| Technology | Ability to uses equipment e.g. photocopier, specialist equipment e.g. CMIS Examination Modules and EDI Electronic Data Interface |
| **Communication** | Written | Form filling, letter writing, reporting exams, Examination timetabling |
| Verbal | Listening Skills  Ability to exchange routine verbal information clearly with children and adults  Ability to express own views and opinions |
| Negotiating | Ability to consult effectively with children and adults  Ability to motivate/encourage/empower  children/adults |
| **Working with Children** | Behaviour Management | Understanding and implementation of school behaviour management policy |
| SEN | Understand and support the differences in children and adults and respond appropriately |
| Curriculum/School organisation  Child Development and Health and Well Being | Understanding of exams boards and exams procedure, timetabling etc.  Understanding of the way in which children develop and the importance of physical and emotional wellbeing |
| **Working with others** | Working with partners | Ability to forge networks/links, internal and external partners. |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults using appropriate communication styles  Ability to build open and honest relationships |
| Team work | Work effectively as part of a team  Ability to work independently  Know when and how to seek support  Knowledge of own position within a team environment and the boundaries which apply |
| Information | Ability to record and report observations in an appropriate manner  Ability to distinguish between option and fact |
| **Responsibilities** | Organisational skills | Ability to be proactive and initiate action  Ability to work in an organised manner under tight deadlines/timescales |
| Line Management | Supervise Exam Invigilators |
| Time Management | Ability to manage own time |
| **General** | Equalities | Demonstrate commitment to treating all people fairly |
| Health & Safety | Appliance with Schools Health and Safety policies |
| Child Protection | Understand what is meant by safeguarding and the different way in which children can be harmed  Understand and comply with children protection procedures |
| Confidentiality/Data Protection | Understand and comply with procedures and legislation relating to confidentiality |