

JOB DESCRIPTION

EXAMINATIONS OFFICER: Part-time, 15 hours per week to include a great degree of flexibility during busy assessment periods (exams, results, appeals)

Working schedule to be agreed in advance.

Reporting to: Headmistress and Deputy Head

Purpose of role: To support pupil achievement through the smooth running of public and internal examinations and assessments, including planning as well as the day-to-day management of the examinations cycle (e.g. administration, entries). We also expect the post-holder to support the Deputy Head at other times, in her role in exam analysis and the production of reports.

Relationships

The Examinations Officer works closely with teaching staff at the school, particularly Heads of Department, in order to ensure that pupils' exam entries are made as appropriate. The post-holder will also direct invigilators and liaise with other members of staff including the Maintenance Team. It is essential that all interaction is carried out both efficiently and sensitively.

Main role/ responsibilities

To act as the delegated representative of the Head of Centre in relation to all matters relating to the examinations process and the conduct of exams, including the registering of students, uploading marks, disseminating exam results, managing any appeals, remarks or other processes as required by the awarding bodies.

To carry out duties, frequently of a complex nature, where the outcomes may have significant effects on individuals and the school. The post-holder will be expected to work within broad guidelines and where the handling of people and issues would demand a consistently high degree of direction and advocacy. This will include working with a wide range of people, both internal and external with discretion and sensitivity.

To carry out duties and tasks, frequently of a complex nature, that requires a high level of skill and understanding of IT. Such tasks will require the ability to monitor and evaluate both your own and the work of others.

To carry out duties in an environment where there is continual and constant change and to keep up to date with examination requirements. This will include ensuring that both school staff and external agencies are kept up-to-date as appropriate.

To carry out duties efficiently and effectively in an environment where there is no direct supervision and where initiative and the ability to work independently are essential. To engage with relevant training opportunities as appropriate.

Main duties

- To be the main contact between departments within school and exam boards, including both routine administration and building/maintaining relationships at a higher level.
- To be responsible for the planning and preparation of the examination timetable. This will include liaison with departments, communication to appropriate pupils and staff and the production of any documentation.

- To ensure that exam entries are both accurate and timely. This will require the post-holder to have effective knowledge of the school's HUBmis system, exam board systems, the school's sharepoint and Office365.
- To be responsible for the smooth running of examination periods, both day-to-day and strategically, in line with JCQ guidance. This will include the creation of seating plans, invigilation timetables and liaison with staff as appropriate (particularly regarding attendance).
- To liaise with the Curriculum Support department in the efficient planning and administration of exams for pupils with individual/additional provision and support (Access Arrangements).
- To be responsible for downloading and distributing results and managing remark requests.
- To work with the I.T department and Deputy Head at specific times, by giving support with analysis and reporting systems.
- To keep abreast of all current developments in relation to exams administration, procedures and new opportunities by completing appropriate CPD.
- To ensure all deadlines with relation to the examination process are met.
- To be fully responsible for the training of any invigilators.
- To receive/answer all correspondence with Awarding Bodies and deal with all queries relating to exams, from internal and external sources including school staff, parents, past and present students.
- Be cognisant of and maintain up to date understanding of all/any computer software or any web-based tools for the submission of exams data to awarding bodies.
- Inform the Head of Centre, Deputy Head and Senior Leadership team on all matters/developments relating to examinations.
- To assist with public exam results day in August, data processing and results analysis.
- To assist with the production of reports for Governors on the examinations and assessment process.
- To assist with the completion of required student data returns to the Local Authority, Department for Education and other external agencies.
- Any other duties commensurate with this post.

Required skills/selection criteria

- Sound knowledge of the examination system at KS4.
- The ability to learn new systems quickly and the confidence to use them with a high level of accuracy.
- Excellent organisation skills and the ability to work independently and to take initiative, when appropriate.
- Excellent interpersonal and communication skills to deal with and manage staff, pupils, parents, borough staff, governors and outside agencies (including local government and exam board staff).
- An excellent level of ICT skills, including databases, spreadsheets and word processing and the ability to manipulate data.
- The ability to prioritise own workload, dealing with changing and conflicting demands effectively.
- The ability to make decisions and to use initiative on a daily basis whilst understanding when to consult or defer to others.
- The ability to deal with pupils in a confident and sensitive manner.
- The ability to work under pressure and to tight deadlines to a high professional standard.
- Although the advertised working hours are 15 hours per week, there may be weeks when there is very little work and other weeks when there is significantly more.