

## JOB DESCRIPTION – November 2017

<b>Job Title:</b>	Examinations Officer
<b>Reports to:</b>	Deputy Head – Academic Studies
<b>Manages:</b>	Examinations Team
<b>Department:</b>	Examinations
<b>Hours per week:</b>	35 hours per week, Monday – Friday term time only plus an additional three weeks, totalling 37 weeks per annum. Your core working hours are ideally 08:30am – 4:30pm, however, some flexibility will be required especially during the examination periods and this will be agreed with the Deputy Head Academic Studies. Your presence in school on results days in holiday time is important.
<b>Key Working Relationships</b> Head Deputy Head – Academic Studies Head of Sixth Form/IB Co-ordinator SENCo Heads of Department Exams Team	
<b>Job Summary</b> This is an important role in ensuring the smooth running of the school with a requirement for flexible working hours during the periods of external examinations.	
<b>Duties and Responsibilities</b> To carry out duties as requested by the Head/Deputy Head, Academic Studies to include: <ul style="list-style-type: none"> <li>• All aspects of Public Examination Administration, including GCE, GCSE, iGCSE, STEP, SAT and university entrance tests.</li> <li>• Assisting with the administration of the IBDP where necessary in liaison with the IBDP Co-ordinator including the issue of retakes.</li> <li>• Organising the Y11 and U6th trial examinations each year and providing a timetable and invigilation cover.</li> <li>• Assisting in the running of the entrance tests in January in consultation with Admissions.</li> <li>• To co-ordinate and manage all the Exams Invigilators with assistance from Human Resources.</li> <li>• Communication between school and examination boards and keeping accurate records of this.</li> <li>• Distributing relevant Exam Board communications to Heads of Department.</li> <li>• Collecting candidate data and subject entry requirements to meet Board deadlines.</li> <li>• Submitting early examination information, examination entries, NEA marks and estimated grades and keeping the school database of records of entry up to date.</li> <li>• Ordering exam stationery and papers, registering receipt and returning papers to boards.</li> <li>• Keeping all exam records and papers secure.</li> <li>• Preparing and displaying examination timetables and dealing with any clashes.</li> <li>• Liaising with the Deputy Head, Academic Studies to ensure that invigilation requirements are planned and published in good time.</li> </ul>	

- Submitting to the exam boards requests to establish the Access Arrangements needed for students and ensure provision of these in exams.
- To liaise with the SENCo to produce a calendar of Access Arrangements deadlines to be adopted by the whole school.
- Liaising closely with the Head of EAL to organise provision of bi-lingual dictionaries for overseas students and entries for other MFL exams.
- Ensuring that all Public Examinations are conducted in accordance with regulations, including the briefing of pupils and staff as required and dealing with any issues arising during the course of examinations.
- Dealing with the receipt and dissemination of results information – processing electronic results received the day before publication of results and providing the necessary information for the Head, Leadership Group and Heads of Department, making copies of and directing the collation for collection by candidates of the hard copies of results received on publication day.
- Liaison with pupils and Heads of Department to identify post-results enquiries and other issues and making appropriate applications to Exam Boards.
- Arranging the distribution of examination certificates for all public examinations.
- To produce a yearly report for the Senior Officers of the school to inform them of all activity and developments with issues relating to examinations.

#### **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

#### **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

#### **Safeguarding and Child Protection**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

#### **Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

#### **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

#### **Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.