

Job Description:

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| Job Title | Examinations/Timetable Officer |
| Grade | Scale 7 |
| Reports to | SLT member responsible for examinations |
| Liaison with | Heads of Department |
| Job Purpose | <ul style="list-style-type: none"> • Administration and organisation of all aspects of External Examinations • Administration for Internal Examinations • Administration of time-table • Administration of cover in Cover Administrators absence |
| Duties Internal Exams Public Exams Key Stage 4 | <ul style="list-style-type: none"> • Collect departmental requirements for internal examinations for all Years, including Mock GCSEs and other internal exams • Construct and distribute internal examinations timetables – venues and timing • Produce letters to parents regarding examinations • To liaise with Heads of Department, Head of House and SEN Department to oversee students' entry exit and conduct during internal examinations • To liaise with the Cover Administrator for invigilation for internal examinations • To liaise with the IT Dept & SEN Dept to ensure all access arrangements are in place. • Organise and arrange invigilators for the internal exams <ul style="list-style-type: none"> • Collect and send estimated entries to the Boards (between June and October) • Order syllabuses, past papers and support material • Distribute and disseminate communication from Examination Boards – regulations, INSET materials, syllabus availability, fees, provisional and final timetables etc • Special Arrangements and Special Considerations – collect recommendations from staff and make application to the Boards • Examination entries – ensure correct syllabus, tier, modules are entered using CMIS Examination Modules and Electronic Data Interface (EDI) • Estimated grades – collate and record in Examination Module for analysis • Set deadlines for examination tier movements and send Entry Amendment files to the Boards using EDI • Board Coursework and TEMS forms – distribute to staff and return to Board/Moderator by due date |

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| | <ul style="list-style-type: none"> • Compilation of coursework deadlines and contact with moderators • Arrange moderators'/JCQ visits, as necessary • Board Estimate Grade forms – distribute to staff and return to by due date • Construct master examination timetable – allocate rooms and seating • Liaise with Premise Management Team – layout and setting up of examination venue • Examination Clash control – make application to Board to resolve examination clashes – ensure students affected know procedure • Arrange supervision of students affected by clash of examinations • Print and distribute individual student timetables, Board Statement of Entry and individual Warning to Candidates Notice • Examination letters to parents • Ensuring security of examination papers • Examination stationery control • Construct examination packages – papers, correct stationery, examiners' addresses and packaging materials, candidate numbers • To liaise with Directors of Key Stage and Heads of Year to oversee students' entry, exit and conduct during internal examinations • To organise with Heads of Department, Head of House and SEN Department 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 EDI • Printing individual student results and distribution of Board Results Slips • Sending off requests for re-marks and examiners reports • Dissemination of results to Senior Leadership Team, Heads of Department, Head of House and SEN Department and Governors as requested • Checking certificates • Responsible for the arrangement of sufficient invigilators to cover examination • Organise and arrange invigilators for external examinations • Oversee problems • Submit and record invigilators timesheets |
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| Invigilators | <ul style="list-style-type: none"> • Lead training for any access arrangements with the SEN Dept • Produce and keep updated the invigilators handbook & schools exam webpage • Lead training for invigilators as and when required |
| Timetabling | <ul style="list-style-type: none"> • Provide administrative support for senior leader responsible for timetabling. • Assist with building the timetable in Nova-T and transferring information to SIMS. • Place students into teaching sets on SIMS. • Add new students as and when they join. |
| General | <ul style="list-style-type: none"> • 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 Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff 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/s to carry out appropriate duties within the context of the job, skills and grade |

PERSON SPECIFICATION EXAMS OFFICER BAND 3

| General heading | Detail | Examples |
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| 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 School to enter other relevant policies and or procedures |
| | 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 |

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| 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 |