

Job Profile

Examinations Officer

Salary Grade H, point 16-17* (depending on experience)

£25,295 to £26,317 pro rata

**new Local Government Pay Scales*

Usual working weeks: 41 weeks per year

Usual hours of work: 37 hours per week (8am to 4pm)

This is a term time only, plus two weeks, position

Purpose of role: The Examinations Officer is responsible for the administration and organisation of all aspects of external and internal examinations in accordance with the regulations laid down by the awarding bodies.

Key responsibilities

1. All aspects of the organisation of external and internal examinations
2. Supervision and training of a large team of examination invigilators
3. Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables
4. Ensuring that the school is compliant with all of the regulations and guidance for examinations
5. Being present when results are notified, and overseeing the distribution of results and certificates to candidates and following up on any queries about results
6. Maintaining the Management Information Systems for Examination Data
7. Producing data and analyses of examination results
8. Encouraging a positive examination culture in the school to which all staff and students subscribe
9. Managing an annual budget
10. Working within the parameters of data protection laws
11. Any other duties as commensurate with the grading of the post

Person Specification

- A highly organised individual who is able to effectively prioritise a demanding workload
- Good general education, to level 3 (A Level), including GCSE English and Maths at grade C or above
- Be able to work in logical and methodical way and have sound organisational and coordination skills
- Be able to work accurately and to strict deadlines under pressure
- A keen eye for detail and accuracy
- Team player with outstanding interpersonal skills who is dedicated to providing an excellent standard of service to students and colleagues
- Physically fit; the role involves handling and moving resources between examination venues
- Sound IT skills and an aptitude to learn new skills
- Experienced supervisor of staff
- Have good, written and verbal communication skills and be able to relate well to school staff, candidates of all abilities, and with parents, examination boards and inspectors
- Be able to maintain confidentiality
- Have experience of working within education

Kingdown School is part of the Acorn Education Trust

Kingdown School and the Acorn Education Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service, as well as health screening.