

Examinations Officer

Job Description

Reports to: Data Manager **Hours of work:** 37 hours per week, term-time plus 10 days (pro rata)

Pay Scale: 21

Main Purpose of Post:

To provide a comprehensive school-based assessment and examinations administration service for the school.

The post holder will be expected to work within the schools' policies and procedures.

Key Tasks to include:

- Responsibility for all examination procedures, ensuring accurate and efficient organisation for all externally assessed courses.
- Responsibility for the security and integrity of all school based assessments and examinations
- Responsibility for the budget allocated to the exams team
- Collating and managing entries, candidate numbers, special consideration requests for assessment and examinations and providing this to the relevant exam boards
- Providing information on exams in an appropriate format for all stakeholders
- Liaise with teaching staff, particularly Heads of Department to establish examination requirements and future changes of syllabus
- Liaise with individual students and parents regarding any examination issues or queries
- Updating and managing information on assessment and examination rules, regulations and relevant school policies and making this available in appropriate formats
- Coordinating school based assessments with subject leaders and associate teams, including management of any communication between the school and exam boards or JCQ
- Managing access arrangements for students with any additional needs
- Recruiting, training and managing a team of invigilators to support internal and external exams
- Tracking attendance of colleagues and students in exam venues
- Providing all necessary equipment and resources needed in exam venues
- Checking exam venues are arranged and spaced appropriately
- Managing examination results for six days in August and providing a post-exams enquiry service
- Supporting the data manager with any other tasks that may reasonably be regarded as within the duties of an exams officer and which support the data team
- Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

General

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The post holder will undertake any other duties at the request of the Headteacher appropriate to the remit.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

Signed: _____ Date: _____

Name: _____ (Block Letters)