

JOB DESCRIPTION	JD no: 22
-----------------	-----------

Job Details

Post Title	Examinations Officer
Responsible to	Line Manager

Purpose of job

The Examinations Officer is responsible to the Principal for all aspects of the administration and organisation of public examinations across three Key Stages, including some internal tests. The Examinations Officer is also responsible for the recruitment, training and monitoring of external invigilators.

Responsibilities

1. Administer all tasks associated with the planning, set-up, implementation and checking, for all external and internal examinations and controlled assessments.
2. Organising examination rooms and the daily running of examinations to ensure that they comply with all examination board regulations.
3. Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies.
4. Organising the allocation of duties across the team of external invigilators including the provision of special arrangements for students with special educational needs. Ensuring that all invigilators are trained in the examination regulations and procedures for all public and some internal examinations.
5. Maintaining the examination information on the Management Information System is up-to-date and accurate.
6. Input of all external examination entries to the relevant examination boards for public exams, such as GCSE, BTEC, AS and A Level in consultation with staff, students, parents and other schools using the current Management Information System.
7. Producing an examination timetable and individual timetables for students.
8. Liaise with SENCO over students with special arrangements, ensuring that the requirements of students with special education needs are met and applications are submitted on time for any necessary special considerations.
9. Collating examination results and certification for individual students. Check, distribute or arrange collection by students of all certificates.
10. Liaison with Heads of Department and Examination Boards in the handling of queries regarding results and script returns.
11. Receiving and secure storage of examination certificates and distributing them to students. Ensuring the confidentiality of all examination papers and stationery until the appointed date and time, and the completed scripts until they are despatched for marking.
12. Manage all activities and attend results days for both GCE and GCSE examinations.
13. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Examinations Officer will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Examinations Officer will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Administrative Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Examinations Officer will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Examinations Officer is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ maintaining confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

Performance Management

The Examinations Officer will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Examinations Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.