



JOB DESCRIPTION

Examinations Officer

LINE MANAGER: Deputy Head, Curriculum

Purpose and Key roles

To support the Deputy Head, Curriculum in developing and managing the internal and external examinations function at Radnor House, Sevenoaks.

Key Responsibilities

Examinations Officer

- Liaising with all staff, disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents
- Submitting entries for external examinations to awarding bodies and organising the logistics of the examinations in advance of deadlines
- Managing the daily running of external examinations. This will include ensuring that all required materials are in the examination rooms for the start of the examinations. Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations
- Managing examination arrangements for private candidates as appropriate.
- Collecting and dispatching worked scripts in accordance with the regulations
- Arranging invigilation, including briefing and training invigilators in school procedures
- Being present and available in school and on email during the two weeks when results are notified, and contactable to the end of the summer regarding re-sits, overseeing the distribution of results to candidates and the checking and distribution of certificates
- To ensure the security of all examination materials and resources
- To ensure Radnor House, Sevenoaks complies with the terms and conditions of the Examination Boards to retain the integrity of Radnor House, Sevenoaks as an Examination Centre
- To manage the Access Arrangements and Special Considerations for pupils and staff
- To create and update all appropriate exams policies in line with JCQ regulations.
- Assisting Deputy Head, Curriculum in the analysis of examination results and provision of statistics on examination entries and results for the Head, SLT, Board, LA, DfE, etc.
- Checking DfE and other examination statistics before publication and liaising with the National Assessment Agency and Examinations Officers Association as appropriate
- Responsibility for ensuring all pupils have a Unique Learner Number (ULN) and Personal Learning Record (PLR)
- Processing enquiries about results and requests for return of scripts
- Notifying the Finance Office of any retakes, remarks or paper requests that will incur a charge

- Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings, etc and keeping up to date with the latest procedures and regulations for external examinations
- Making arrangements for internal examinations, including the production of the timetable, rooming, management of exam access arrangements, and invigilation by teaching staff and external invigilators.

Skills and experience required

- Experience of working in an educational environment in a similar role
- Excellent communication skills and is able to deal effectively and confidently with a wide range of staff, students and external providers
- An ability to maintain high standards of accuracy and a calm approach when working under pressure
- Intermediate to advanced skills using MS Office
- Discreet handling of confidential and/or sensitive information
- Works effectively on his/her own with minimum supervision but also as a part of a team
- Demonstrates a high level of organisation and time management skills to achieve tight deadlines

Other considerations

- Understand the school regulations and health and safety policies, being aware of and implementing the school rules and school policies, in particular safeguarding of children.
- Co-operating with Radnor House, Sevenoaks in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- To undertake other such duties that may from time to time be reasonably assigned by the Head.
- Any other reasonable duties as commensurate with the grading of the post, or as directed by the Head
- To continue the roles outlined in this job description to the highest level.

The above statement of Responsibilities is agreed to be an accurate job description

This Job Description should be read in conjunction with the Staff Handbook, a current copy of which is available to all staff on the school's management systems.