**JOB DESCRIPTION**

**Job Title:** Examinations Officer

**Responsibility Level:** £25,000 full time, all year round

**Accountable To:** Executive Principal,Principal & Governing Body

**Responsible To:** Assistant Principal

**Accountable For:**

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy’s activities and that this in turn ensures that everybody takes pride in all aspects of the Academy’s work.

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**Responsibilities**

**OVERALL RESPONSIBILITY**

* To manage all internal and external examinations at the Academy
* To complete all aspects of examination administration
* To lead the invigilator team
* To invigilate examinations when necessary

**DUTIES**

1. Lead the Academy’s Examination Team and line manage all Examination Invigilators.
2. Liaise with students by providing, for example exam entry statements and timetables.
3. Ensure that the Academy complies with all the necessary regulations to ensure that students receive appropriate accreditation and certification for their achievements.
4. Facilitate the work of the examination boards enabling them to carry out their obligation to the Academy and provide the necessary certification.
5. Ensure practical and oral examinations are carried out by Teachers and that appropriate preparation of students has taken place according to examination rules.
6. Have a strategic oversight of national tests (including end of Key Stage Assessments, NFER, CATs tests, external examinations and Teacher assessments).
7. Have a detailed working knowledge of the examination procedures making suitable arrangements for rooming, seating and invigilation and invigilators know the member of staff to contact should a candidate raise a concern about the paper.
8. Liaise with the Senior Facilities Assistant to ensure that furniture requirements, examination materials and notices are in place on time.
9. Allocate candidates to rooms or areas ensuring the number of invigilators complies with the required ratio.
10. Ensure that invigilators fulfill their obligations in accordance with the examination board regulations.
11. Disseminate specifications and official memoranda to colleagues.
12. Develop systems within the Academy to manage the essential collection of data, to ensure that all board deadlines for administration purposes are met.
13. Maintain cumulative records which can be used for monitoring progress in teaching/learning, and assist in the target setting process.
14. Monitor the cost of examination expenditure; to inform leaders of current entry practices and direct attention to the financial costs involved, making recommendations as appropriate.
15. Operate the examinations appeal system effectively, liaising with Teachers, Parents and students.
16. Maintain secure storage of exam materials, in accordance with exam regulations.

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety and Welfare.
3. Know how to deal with emergencies in examination conditions, including evacuation routes from the building.

**Continuing Professional Development**

1. With your Line Manager, take responsibility for personal professional development, keeping up-to-date with changes to the procedures on managing student data records, and attend training to support improvements in efficiency and effectiveness of data management.
2. Undertake any necessary professional development as identified in the Academy Development Plan taking full advantage of any relevant training and development available, e.g. courses on the use of the Academy’s current data system and those that investigate new initiatives for use of data, e.g. Student Tracking Systems.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

**OTHER REQUIREMENTS**

1. To promote and safeguard the welfare of children and young people at the Academy.
2. To maintain confidentiality at all times.
3. To be aware of and adhere to all Academy policies and procedures.
4. To carry out any other duties as may be reasonably required by the Principal.
5. To work in support of the Academy Improvement Plan.
6. To take time to read notices, keep to deadlines and carry out duties to the best of your ability.

