

# Kingsford Community School

*An International School and Confucius Classroom*

<b>Post:</b>	Data, Examinations and Post 16 Transition Officer
<b>Grade:</b>	Scale 6
<b>Location:</b>	Kingsford Community School
<b>Responsible to:</b>	Assistant Head Teacher/Head Teacher
<b>Responsible for:</b>	Invigilators, readers and scribes

Other Relationships: All school staff, pupils, exam boards and governors.

## **Purpose of Job**

To manage and supervise internal and external examinations including arrangements for invigilation, retakes, and finances.

## **Specific Responsibilities:**

### **1. To work effectively with others through:**

- Effective and timely communication with Examination Boards, the JCQ, staff, students' parents and Governors.
- Liaising with teaching staff regarding examination boards, syllabus information, examination entries, predicted grades, and access arrangements.
- Managing the team of invigilators, readers and scribes.
- Training the team of invigilators, readers and scribes at least annually.
- Ensuring that the team of invigilators, readers and scribes have received in house Safeguarding and SEND training at least annually.
- To review and update student examination information and to meet with students prior to each examination series to ensure that they understand their responsibilities and the roles of the readers, scribes and invigilators.

### **2. To support the smooth and efficient running of the school through:**

- Effective management of data input and analysis in relation to examinations and school reports
- Effective oversight of the Exams budget.
- Managing the examination entry process including gathering information from teaching staff to ensure that student examination entries are made correctly and on time, and that amendments and withdrawals from examinations are made as required.
- Creating, publishing, updating and distributing the examination timetable, procedures and exam board information including the resolution of clashes for external examinations to student's staff and parents.
- Allocating rooms and readers and scribes for examinations with the Assistant Headteacher.
- Checking and storing examination papers prior to the start of an examination series in line with JCQ requirements.
- Managing the conduct of all examinations ensuring that they meet with the regulations set out in the JCQ guidance covering all unitary exam bodies.
- Managing examination days in accordance with awarding body regulations, including preparing for each exam day, starting the examination, dealing with emergencies, ending the examination, collecting, packaging and dispatching of examination scripts in accordance with the appropriate regulations.
- In consultation with the Assistant Headteacher and subject teachers ensuring that special arrangements / adaptations / resources for SEND students are in place for each exam, and that special arrangements are applied for where appropriate.
- Preparing and organisation of examination materials, including managing the secure storage of examination papers.

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- Accessing results of external examinations and managing the integration of examination data into school IT systems.
- Providing reports on examinations results for teaching staff as required.
- Managing the conduct of all examinations ensuring that they meet with the regulations set out in the JCQ guidance covering all unitary exam bodies.
- Creating reviewing and revising all relevant examination policies in a timely fashion.
- Collating and securely storing controlled assessments as required to meet required deadlines.
- Producing and sharing exam results data with the Assistant Headteacher and Headteacher.
- Managing JCQ inspections, and in consultation with the Assistant Headteacher ensuring that any action points are addressed in a timely fashion.
- Liaising with the Teacher Assessor and SENCO to ensure that access arrangements are requested for qualifying candidates in accordance with timeframes specified by exam boards.
- Attending Exams Officers network meetings and completing appropriate annual updates.
- Updating the student examination board with visual student friendly resources prior to the start of any examination series.
- Managing examination results, including accessing results electronically, downloading results from awarding body secure sites and preparing for results to be disseminated to each student; dealing with requests and administering post results services; issuing examination certificates.
- To be responsible for the reviewing and updating of all examination related policies in accordance with advice issued by the JCQ and for carrying out Examination Officer roles and responsibilities as outlined in these policies.
- To regularly review and maintain the examination section of the Kingsford Community School website.

## **Additional Information:**

- Annual appraisal will be carried out by a member of the Leadership Team. The duties may vary to meet the changing needs and demands of the school at the discretion of and in consultation with the Headteacher.

This job description may be subject to amendment or modification at any time following consultation. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

The post-holder will be expected to carry out all duties in the context of, and in compliance with, all the School's policies and procedures and in compliance with the London Borough of Newham's Equal Opportunities Policies and the school's Code of Conduct. All the above duties are to be carried out in line with current Health & Safety legislation.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

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## Person Specification: Data, Examinations and Post-16 Transition Officer

<b>Specification</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Measured:</b> A = Application Form I = Interview
<b>Qualifications and Experience</b>		
Educated to degree level.	D	A
IT skills.	E	A
Relevant HR, management, administrative or financial experience including databases.	D	A/I
<b>Skills and Abilities</b>		
Ability to communicate successfully with a variety of people both verbally and in writing.	E	A/I
Ability to prioritise workloads and meet deadlines.	E	A/I
Ability to methodically process, analyse and present complex data in an understandable format.	E	I
Ability to work under pressure and with minimal supervision.	E	I
Skilled in computer literacy and able to understand and use a variety of IT programmes including SIMs and exam board programmes.	D	A/I
<b>Commitment and Understanding</b>		
Willing to undertake routine tasks.	E	A/I
Commitment to undertake any relevant training.	E	I
Understanding the demands of the job with regard to flexibility e.g. early morning starts during the exam period.	E	I
Committed to fulfilling the requirements of the Equal Opportunities practice throughout the school including the Local Authority's policy of inclusive education.	E	I
Commitment to promoting the safety and well-being of all pupils and following the school's Safeguarding policy procedures including undergoing an enhanced DBS check.	E	I

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The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.

Signed:..... Date .....

Headteacher

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date .....

Data, Examinations and Post 16 Transition officer