



JOB DESCRIPTION

Job Title:	Exams Officer
Report To:	Data Manager
Job Purpose:	<ul style="list-style-type: none"> • To contribute to the improvement in teaching and learning through the provision of accurate and timely examination and assessment data. • To manage the administration, organisation and smooth running of internal/external examinations.
Main Duties & Responsibilities:	<ul style="list-style-type: none"> • To arrange all related and dedicated organisational information for all examinations. This may include: <ul style="list-style-type: none"> ○ Arranging timetables and seating plans ○ Liaising with staff and disseminating information ○ Allocating invigilation and managing Invigilators ○ Allocating appropriate rooms/exam areas ○ Ensuring preparation of papers for examinations to meet required standards and deadlines ○ Recording student non-attendance and re-arrange where appropriate • To liaise with all departments to establish end of year assessments requirements which may include <ul style="list-style-type: none"> ○ Liaising with external agencies ○ The ordering of resources/papers to meet deadlines ○ The arrangement of seating plans and invigilation ○ Liaising with staff/students/parents regarding exam timetables ○ The recording of results for assessments data and reporting this to parents ○ Preparing reports • Managing all duties and responsibilities regarding External Examinations on school premises including <ul style="list-style-type: none"> ○ Allocating invigilators ○ Liaising with the Leadership Team to establish requirements for alternative arrangements for students where necessary • Invigilation <ul style="list-style-type: none"> ○ Responsible for the recruitment of invigilators in liaison with the school management ○ Establish availability of Invigilators with appropriate experience, and allocate invigilation sessions accordingly

	<ul style="list-style-type: none"> ○ Process payments for invigilators and deal with queries arising ○ Manage the induction of new invigilators ○ Allocation of roles and responsibilities to invigilators during examinations <ul style="list-style-type: none"> • To manage the exams data within the Management Information System (MIS) • To manage entries and results data, including entries for vocational courses • To ensure all records in relation to exams are up to date • To be responsible for filing of all correspondence relating to exams • To be responsible for accurately distributing exam certificates • To be available on results days • To be responsible for managing reading age and CATS tests • To assist with school census working alongside Sixth Form staff • To ensure all tasks are carried out with due regard to health and safety • To undertake appropriate professional development including adhering to the principals of performance management • To adhere to the ethos of the school • To promote the agreed vision and aims of the school • To set an example of personal integrity and professionalism • Attendance at appropriate staff meetings • Any other duties as commensurate within the grade in order to ensure the smooth running of the school
Safeguarding:	The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all post holders and successful applicants.
Grade:	Hourly rate
Hours:	To be agreed

Review and Amendment

This job description is normally subject to an annual review. It may be amended at the request of the Headteacher or post holder but only after full consultation with the post holder.

Job Description agreed by: **Signature of Headteacher:**

Signature of Post holder:

Date:



PERSON SPECIFICATION

Post: Exams Officer			
		<u>Essential or Desirable?</u>	<u>How assessed?</u>
<u>Experience / Knowledge</u>			
1.	Previous experience of invigilating examinations in a school environment	D	A , I
2.	A sound knowledge of the 'Instructions for the Conduct of Examinations' produced annually by the JCQ (Joint Council for Qualifications)	D	I
3.	Experience of using a School Management Information System (MIS)	D	A , I
4.	Experience of using Microsoft Excel	D	A , I
<u>Skills and Abilities</u>			
5.	Ability to lead a team of invigilators	E	I
6.	Ability to demonstrate accuracy and attention to details	E	I
7.	Ability to communicate with candidates and members of staff clearly and accurately	E	I / R
8.	Ability to act on own initiative, dealing with any unexpected problems that arise	E	I / R
<u>Personal Qualities</u>			
9.	Ability to offer reliability and punctuality	E	R

Key

Essential = E

Desirable = D

Application form = A

Interview = I

References = R