

JOB DESCRIPTION: Examinations Leader

Grade: ME 6
Responsible to: Director of Operations
Responsible for: Lead Exam Invigilator and Invigilation Team
Hours of Work: This post is full-time 35 hours per week / 40 weeks per year. Attendance during school holidays to be arranged in conjunction with the Data Manager and around school priorities and public examinations / results.

MAIN RESPONSIBILITIES OF THE POST

- To lead the coordination of the examination function including Exams manager, data storage, data collection and reporting protocols
- To lead and ensure effective co-ordination of the general administration of all internal and external examinations
- To line manage Lead Invigilator / Invigilation team

Examinations:

External Examinations:

- To be the main link between the examination boards and the school
- To produce and implement business and operational plans for the area of MIS and Examinations in line with the school self-assessment and quality improvement procedures, to optimise quality of provision
- Plan and manage the Exams budget and financial resources effectively to ensure value for money and excellent service standards
- Liaise with the HR Manager to administer the recruitment, induction and use of external invigilators
- Liaise with Senior Leadership Team members, SENCO and Lead Invigilator regarding examination venues and construction of invigilation schedule and seating plans where appropriate
- Liaise with the COSST team in planning the setting up of the examination venues
- Ensure student examination timetables and letters are produced effectively and that communication with parents/carers is efficient and timely
- Lead the organisation of invigilators to distribute papers, materials and answer booklets in preparation for the start of examination sessions
- Ensure the start and finish times of examinations are co-ordinated as required
- Lead the Quality Assurance of the examination procedures at RPHS
- Be the named person for contact with Examination boards and deal with routine examination correspondence
- Ensure that examination information is current via the use of the school's Management Information System (SIMS) to download examination base data and assign candidate numbers for students taking Public examinations for the first time
- Liaise with the SENCO in keeping up-to-date lists of students requiring special arrangements and

consideration in making applications to the examination boards

- Lead the collection of examination entries and amendments from Heads of Department and process these using SIMS
- Be responsible for registering and amending pupils to qualifications and external examination series
- Complete statutory data returns to QCA and teacher assessment returns at the end of Key Stage
- Distribute confirmations of entry, estimated grade, portfolio and coursework sheets to Heads of Department and make despatches to examination boards
- Lead the distribution of statements of entry and other correspondence to students and their parents
- Be responsible for accepting the delivery, checking and safe-keeping of all examination materials
- Be responsible for the delivery of external examinations, (including seating allocations) liaising with all interested parties as appropriate and ensuring that necessary administration is completed and filed
- Be responsible for the despatch of completed examination scripts
- Be in school when public examination results are available and despatch to students. Deal with any results queries that may arise from students
- Prepare analyses of public examination results after each examination season as directed
- Be responsible for updating records and despatching examination certificates to students

Internal Examinations

- Lead the co-ordination of the subject departments in producing timetables of annual examinations for Years 7 to 13
- Ensure room use, seating, invigilation arrangements and distribution of information to staff and pupils relating to internal examination arrangements, liaising with Heads of Departments as necessary
- Lead the co-ordination, administration and delivery of the annual examinations

Other Duties

- Acting as a senior member of the administrative support staff, liaising effectively with SLT and members of the administrative support team
- Undertaking additional work as requested
- To be one of the school's qualified First Aiders (training will be provided if required)

Safeguarding:

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the School
- Comply with the School's Safeguarding Policy in order to ensure the welfare of children and young persons

Personal Responsibilities:

- Playing a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging to encourage staff and students to follow this example
- Actively promoting school policies and procedures
- Responsibility for own continued professional development
- Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- Undertaking duties before the school day, at break, at the end of the lunch period and after the school day on a rota basis
- Attending meetings scheduled in the school calendar punctually
- Adhering to the School's Safeguarding Policy
- Support the aims and ethos of the school as defined in the staff handbook and school prospectus
- Set a good example in terms of professional dress and appearance, punctuality and attendance and adhere fully to the school's published code of conduct
- Uphold the school's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non-confrontational manner