

Job Description

Xaverian College is a Catholic Sixth Form College in which members of staff are committed to the Mission of the College and exemplify Gospel values in the care and support of all community members.

Xaverian College is committed to providing a safe learning environment, in which every community member can achieve their full potential, feels valued, safe and supported, and is free from all forms of harassment, discrimination and anti-social behaviour. We are a college that promotes and celebrates diversity and which practices equality of opportunity.

Job Title: **Examinations Officer**

Hours of work: Full time, 35 hours per week, full year. Term time + 4 weeks considered for the right candidate.

Salary Scale: SFCA Support Staff Salary Scale Point 11-14 £27,532 – £30,119 per annum

Reports to: Examinations Manager

Job Purpose: To work with the Examinations Manager and Deputy Examinations Manager and to assist with the management, organisation and conduct of all examinations at the College. A key requirement of the post is the need to maintain effective communication and close liaison with staff and students on all examination issues.

**Main
Responsibilities:**

- Liaising with all staff e.g. Divisional Leads/Curriculum Leaders and students regarding all external exam entries, including BTEC courses, Functional Skills, R.E./OCN and controlled assessments.
- Disseminating information, answering enquiries and dealing with complaints regarding all external examinations with staff, students and parents/carers.
- Submitting entries for all external examinations to awarding bodies in advance of deadlines.
- Assisting with the organisation of SEN provision, including liaising with the SENCO regarding candidates with SEN;
- Assist the SENCO in the administration of applications for students requesting additional consideration during exams (for example additional time, separate examination space) through the completion of applicable administration forms
- Assist with 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 and arrangements for candidates with SEN are in place.
- Organising all exam materials, providing safe custody of and organising all examination stationery and materials, including question papers, in accordance with JCQ regulations.
- Organising all examination rooms, in accordance with JCQ regulations.

- Providing a centre examination timetable to include all dates and times of external examinations and University examinations.
- Assisting with the resolving all examination clashes in accordance with JCQ regulations.
- Compile seating plans for all examinations and ensure their availability to staff and students.
- Collecting and despatching all worked scripts in accordance with JCQ regulations.
- Assisting with arranging all invigilation including briefing and training invigilators in college procedures.
- Downloading and distributing all exam results to staff and students.
- Oversee and check the distribution of all examination certificates.
- Processing all enquiries about results and requests for return of scripts.
- Ensuring the costs of resits and enquiries about results are reimbursed by students/departments as appropriate.
- Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings.
- Keeping up to date with the latest procedures, regulations and changes to external examinations including A2C.
- Making external examination arrangements for all external candidates. Arranging external examinations for non-curriculum subjects, including modern foreign languages.
- Assisting with the organisation and management of all internal 'mock' examinations as required.
- Briefing candidates on examination regulations and assisting with the production and publication of written guidelines for staff and students.
- Contributing to the development of examinations evacuation procedures and all other contingency plans.
- Maintaining accurate and detailed procedure notes relating to all key aspects of the post.
- Being aware of the key role functions of the Examinations Manager and the Deputy Examinations Manager.

Other

- To take part in staff development as appropriate.
- To take part in the College's Professional Development Review process.
- To work as part of a team and to ensure effective working relations with all members of the college community.
- To support the aims and objectives of the College.
- To occasionally assist at some of the College's evening events, i.e. Open Evenings/Parents' Evenings.
- In quieter periods for the department, assist in other college administration functions such as, data input in support of the admissions team or other functions as directed by Vice Principal/Head of Centre.

Additional Duties:

- To support the effective safeguarding of all young people throughout the College.

- To adhere to College policies and procedures e.g. Health & Safety, Equality & Diversity.
- To attend meetings for all College Staff, as necessary.
- To undertake any other duties appropriate to the level of post as required by the Principal and designated line manager.

This job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the college, as well as the personal development needs of the post holder.

Reviewed by:	TT	Date of last review:	June 2025
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