



Tudor Grange Academies Trust

EXAMINATIONS OFFICER

Job Description

Scale 4

Points 18 - 21

Core Purpose

To administer all Academy examinations – both internal and external

Specific tasks

- To be responsible for the administration and organisation (including timetabling, invigilation and submission) of all aspects of internal and external examinations in accordance with regulations, procedures and deadlines laid down by the awarding bodies.
- To provide college leaders and curriculum leaders with an analysis of examination performance at KS3, KS4 and KS5
- To implement a system to monitor and record controlled assessment
- External invigilators – maintain bank of invigilators to include training and monitoring of Code of Practice
- To liaise with teaching staff regarding examination entries, collate and submit entries to the relevant boards
- Produce and issue statements of entries to students
- Liaise with SENCO regarding SEN candidates requiring special consideration
- Download and distribution of examination results

Generic responsibilities

- To undertake any responsible duties as requested by the Principal and or College leaders
- A positive attitude and commitment to continuous improvement
- A positive commitment to team working and participation
- Excellent communication skills

Line Manager: Principal or College Leader