



## **JOB DESCRIPTION**

Examinations Officer

Required: January 2020

**Department:** Senior School

**Line Manager:** Deputy Head (Academic)

### **Role**

The External Examinations Officer (EEO) is responsible for the efficient and effective administration of trial and public examinations related to Level 2 and Level 3 qualifications, including GCSE and A level as well as University entrance examinations, including, but not limited to, liaising with staff, parents, pupils, invigilators and examination boards.

For the purposes of this document, 'examinations' refers to all public examinations associated with Level 2 and Level 3 qualifications, including GCSE and A level as well as University entrance examinations and any associated trial examinations.

### **Main Duties**

- Liaise with the awarding bodies, Heads of Departments (HoDs) and/or any other member of staff and pupils to ensure that the correct entries are made for all examinations and to ensure coursework, examination entries and other requests / changes are submitted within set deadlines. Download all relevant base data (exam boards) into Management Information System (MIS);
- Encourage a positive examination attitude in School and issue rules of conduct to all pupils and staff for examinations and Non-Examined Assessments (NEA), organising examination talks for pupils before both the trial exams and the public examinations;
- Draw up examination timetables in accordance with the regulations laid down by the examination boards and the Joint Council for Qualifications (JCQ);
- Organise the Trial Exams in January to replicate the public examinations in the summer as closely as possible;
- Disseminate all the necessary relevant information about examinations to staff, pupils and parents (including examination costs) in good time, updating the school website and other systems;
- Ensure correct entries are made for University entrance exams, organise and oversee the running of these exams and be available during October Half Term when these exams take place;

- Administer any GCSE re-sits, ensuring correct entries are made, organise and oversee the running of these exams and be available during October, November and January when these exams take place;
- Administer other public examinations, such as the London Institute for Banking and Finance, ensuring correct entries are made and oversee the running of these exams in line with the regulations of the exam board;
- Deal with applications for access arrangements in conjunction with the Head of Learning Skills (HoLS) and any special considerations or other requirements as raised by the Deputy Head Pastoral (DHP), Deputy Head Academic (DHA) or the Headmaster (HM) and make appropriate timetabling, room arrangements and invigilation for these access arrangements;
- Make arrangements for any leaver of the School and/or private candidates to sit examinations;
- The EEO is responsible for the recruitment, co-ordination and line management of all examination invigilators, presently 20, including their induction, training, timesheets, rotas etc. and ensure they adhere to examination regulations;
- Invigilate school and public examinations, if required;
- Liaise with grounds staff, the Events Co-ordinator and other members of staff to ensure examination rooms are set up correctly and in good time;
- Ensure all examination papers and stationery are delivered safely to the school, be responsible for their strict security and ensure completed papers and NEA are dispatched promptly and appropriately;
- Manage the daily running of examinations, supply all necessary stationery and materials related to the smooth running of the examination system, including question papers;
- Keep up to date with all JCQ and CIE rules and regulations and deadlines and keep up to date records and procedure for JCQ and CIE onsite inspection;
- Be present on the day the school is notified of GCSE and A level results (restricted results), on publication day and the weeks leading up to the beginning of term, processing and issuing examination results in line with examination board requirements and timelines and school policies and procedures;
- Receive examination certificates and make arrangements for their issue;
- Manage archive files and historical data relating to assessment and examination results and deal with enquires from former pupils;
- Provide statistics for the Department for Education (DfE), Independent Schools' Inspectorate (ISI), Centre for Evaluation and Monitoring (CEM) and other external bodies subject to the approval of HM; ensure DfE and ISI figures are checked for accuracy;
- Keep up to date with the necessary regulations laid down by the different examination bodies and ensure the Curriculum Committee, through the DHA, is updated on all dates, changes in examination procedures, entries and results

and contribute to the evaluation and development of assessment and examinations within the school and make recommendations to the DHA and attend relevant meetings;

- Check all examination fees and charges from each examination board and liaise with the Finance Department on the payment of examination fees according to the school's charging policy;
- Liaise with other schools in order to follow up missing data;
- Provide training for staff relating to assessment and examination processes and protocols, and create instruction manuals to be used by staff; identify training needs of examination invigilators and organise appropriate development opportunities in liaison with Deputy Head Staff (DHS);
- Participate in appropriate Career and Professional Development (CPD) with the agreement of the DHA and DHS, and attend relevant training sessions;
- Ensure that data protection regulations are complied with and maintained;

### **Conditions of Employment**

The post holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the School's policy in respect of safeguarding matters.

S/he shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed. The post holder is required to be flexible in busy periods during exam time especially from April to the beginning of July and during trial exams in January.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

## **Personal Profile**

The successful candidate should have the following:

- Meticulous attention to detail;
- Experience of working in a school environment or experience of working in an office and data driven environment;
- Knowledge or understanding of secondary school procedures: e.g. Exam Officer;
- Good level of IT skills, including Word, Excel, Microsoft Outlook, PowerPoint;
- Knowledge of MIS (Management Information System);
- Excellent written and oral communication and interpersonal skills, being tactful in a variety of situations;
- High level of organisation, and the ability to work without close supervision and within tight deadlines, managing competing priorities effectively;
- Ability to supervise a team;
- Ability to adapt quickly to different situations and show initiative, whilst maintaining a calm and composed attitude;
- Experience of dealing with confidential issues;
- Educated to A Level standard or above;
- Smart and presentable at all times;
- Ability to be flexible in working hours.

### **Desirable**

- Experience or an understanding of working in schools, preferably in the independent sector;
- Knowledge of iSAMS;
- Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations equivalent to national qualifications at level 3;
- Awareness of JCQ regulations.

### **Hours of Work**

Up to 50 hours a week during examination periods;

Up to 20 hours a week in term times other than examination periods.

If a flexible working arrangement is agreed (e.g. 3 days a week) then the post holder must be present in School during public examination periods, for example, from before the start of the first public examination that day, until the end of the final examination that day.

## **Holidays**

5 weeks' per annum (pro-rata) rising to 6 weeks (pro rata) after 5 years' service per annum (to be taken at an agreed time with the Line Manager), plus Bank Holidays.

## **Salary**

TBC

## **Benefits**

- Contributory Pension Scheme
- Fees Remission
- Lunches
- Parking
- Cycle to Work Scheme
- Generous office space
- CPD support

## **Applications**

Candidates should apply by completing the application form and a letter of application. A CV is not required. Applications should be addressed to:

**The Headmaster, The King's School, Gloucester, GL1 2BG.**

**Closing date is Friday 18<sup>th</sup> October 2019 at 12 noon, with interviews taking place after Half Term.**

e-mail: [k.woodcock@thekingsschool.co.uk](mailto:k.woodcock@thekingsschool.co.uk)

Website: [www.thekingsschool.co.uk](http://www.thekingsschool.co.uk)

*The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.*