

Chingford Academies Trust
South Chingford Foundation School

JOB DESCRIPTION

JOB TITLE:	Examinations Officer with Data Responsibilities
RESPONSIBLE TO:	Senior Assistant Principal with responsibility for Assessment
RESPONSIBLE FOR:	Examination Invigilators
GRADE/PAY RANGE:	Scale 5 (Spinal Points 22-25)
HOURS:	30 hours per week x 45.6 weeks per annum
KEY CONTACTS:	Internal: Staff/Pupils External: Parents, Awarding Bodies

This job requires the post holder to have flexible working arrangements to include additional hours over the examination period and TOIL during quieter periods. There is a requirement to work on results day (which will be during the summer holidays).

PURPOSE OF THE JOB

- To take a lead in the organising and administering of all internal/external examinations
- To administer online assessments e.g. CATS, Functional Skills
- To assist in the generation and analysis of assessment and data in line with school requirements.

MAIN DUTIES AND RESPONSIBILITIES

1. To liaise with appropriate teaching staff regarding examination entries.
2. To check and submit examination entries and amendments.
3. To liaise with SEN staff in relation to special arrangements for students sitting exams.
4. To apply for online access arrangements ensuring appropriate evidence is held on file in line with JCQ Inspection requirements.
5. To undertake invigilation duties in emergency situations only.

6. To ensure receipt of stationery and question papers is recorded.
7. To provide safe and secure custody of examination materials in accordance with regulations.
8. To assist in the preparation of drawing up the internal and external invigilation timetables.
9. To organise the daily running of examinations, ensuring all materials are set out, and SEN arrangements in place, in accordance with JCQ regulations.
10. To arrange despatch of worked scripts in accordance with regulations.
11. To be onsite on results day and ensure appropriate presence in school on the notification of results, overseeing distribution to candidates as directed.
12. To process enquiries, requests for scripts, appeals and remarks including liaising with teachers, students and parents/carers.
13. To check and collate certificates and prizes for appropriate events.
14. To assist with updating student tracking sheets.
15. To obtain and maintain KS2 and other baseline assessment data on SIMS.
16. To assist in planning, developing and delivering invigilator training.
17. To ensure up to date knowledge of examination regulations.
18. To update and distribute exam calendar and deadlines annually.
19. To provide examination information for the school website.
20. To respond to the unplanned demands of a busy workplace as required.
21. To provide cover for lunch breaks and duties as required.

General

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.

3. To be committed to, and comply with, all school policies.
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
5. To participate in appraisals annually, in line with school policy.
6. To participate in continuing professional development opportunities as identified in appraisals and ensuring ability to fulfil role effectively.
7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
8. To work effectively and successfully in your team within school.

Other Requirements

1. To have an up-to-date Enhanced DBS Disclosure.

Safeguarding

To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

Name of Post holder

Signature Date