



Job Description

Job Title – **Examinations Officer**

Purpose of role:

- To oversee all aspects of examinations management within the school. To have responsibility for the administration, organisation and smooth running of internal and external examinations.

Grade: GR3

Line managed by: Deputy Headteacher (*Standards*)

Conditions: TTO plus 2 weeks 36.5 hours per week

Line manager of: Exam Invigilators

Roles and Responsibilities

Examinations

- Oversee the arrangements for all mock and public examination entries e.g. GCSE and equivalent, for all students.
- Co-ordinate the preparation and submission of entries to examining bodies.
- Ensure all examination papers and stationery are delivered safely to the school, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately.
- Co-ordinate the team of invigilators, including recruitment, training, management and deployment of invigilation staff.
- Make appropriate timetabling and room arrangements for all examinations and ensure proper examination invigilation is put in place.
- Ensure that all examinations start and finish appropriately in line with examination board regulations including the conduct of any on-line examinations.
- To disseminate accurate information about exams to staff, pupils and their parents.
- Ensure that pupils are given all the necessary relevant information about examination entries, the dates and times of the examinations, conduct during examinations and the collection of results and certificates and that this information is given in good time.
- Ensure that all necessary stationery and materials and other requirements are provided for examinations.
- Deal with issues relating to appeals, remarking and other administrative issues such as pupils who miss examinations through illness or who require special consideration.
- Deal with enquiries from parents and students, including former students.
- Receive examination results and certificates and making arrangements for their issue.
- Oversee the appropriate dissemination of public examination results to local and national newspapers, and to the appropriate Local Authority and DfE Agencies; ensuring that the Local Authority and DfE/Ofsted figures are checked for accuracy.
- Organise appropriate arrangements for the support of candidates with special examination requirements (e.g. dyslexia, disabled) in conjunction with the SENCO.
- Work in liaison with the nominated member of the Senior Leadership Team and School Data Manager to provide information related to public (and if required, internal) examinations in a format which is easily accessible so that effective examination analysis can take place immediately after results have been received and processed.
- Liaise with the Admissions Lead to ensure that CAT's/Midys tests for all new students take place smoothly and results are entered onto the system.
- To make arrangements for pupils to take examinations in Home Languages in liaison with MFL lead.



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- To brief pupils on examination procedures and conduct, and to produce guidelines for staff and pupil.
- Liaise with Assistant Headteachers, Pastoral Managers and Heads of Department to ensure appropriate timetabling and invigilation arrangements are in place for the school's internal examinations and for the Year 11 examinations.
- Analyse data arising from questionnaires and surveys which the school may carry out from time to time in regards to examinations and respond appropriately.
- Organise the collection of registration and examination fees; organising, invoicing and ensuring money collected is credited to the relevant account, in liaison with the Finance Officer.
- To be present on the day the centre is notified of results, or arrange for a suitable, well-briefed substitute, who is capable of producing the relevant statistics and can make arrangements for distributing results. *(The substitute must be acceptable to the head)*
- To work with the Data Manager to undertake an analysis of examination results at GCSE, when the centre is notified and to inform the head as soon as administratively possible.
- Manage all JCQ inspections and ensure all JCQ regulations are met through internal spot checks.
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies.
- To work alongside the Data Admin Assistant and support when needed.

General

- To undertake break, lunchtime, before and after school duties as directed.
- To support students throughout the exam period with invigilation, reading and scribing as directed.
- To perform other such duties as the Head Teacher may from time to time determine.
- This allocation of duties is subject to regular review.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people and fulfilling the legal requirements of the prevent agenda.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school and to set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents' evenings.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.