

## EXAMINATIONS OFFICER JOB PROFILE

### Job Purpose

*To provide an effective and efficient examinations service for the school, ensuring the end to end processes of examinations are completed effectively and in line with the policies of the school, Ofqual and relevant awarding bodies.*

### Scope

£48k annual exams budget

### Main responsibilities

- Maintain the school's annual calendar for all exams, ensuring that timelines are incorporated into overall plans and that all requirements are met;
- Monitor the examinations budget to ensure target are achieved in line with the financial requirements of the school;
- 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;
- Ensure the school is prepared for all examinations including timely and accurate communication to all relevant staff – this will include liaison with teaching staff, the caretaking team, admin support and Senior Leadership;
- Organise logistical arrangements for internal and external examinations and tests such as venues, procedures and timetabling;
- Co-ordinate the preparation and submission of entries to examining bodies liaising with Heads of Department regarding examination requirements;
- Ensure that all examinations start and finish appropriately in line with examination board regulations including the conduct of any on-line examinations;
- 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;
- Deal with issues relating to appeals, remarking and other administrative issues such as pupils who miss examinations through illness or who require special consideration;
- In collaboration with the SENCo provide the appropriate arrangements to ensure students with special examination requirements who have had an access arrangements request application approved are provided for;
- Co-ordinate the team of invigilators, with the support of the Lead Invigilators, including recruitment, training, management and deployment of invigilation staff;
- Receive examination results and certificates and making arrangements for their distribution/issue;
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies;
- Participate in appropriate CPD with the agreement of your Line Manager and CPD coordinator;
- Liaise with Senior Leadership to ensure that baseline testing takes place smoothly;
- Liaise with Heads of Year and Heads of Department to ensure appropriate timetabling and invigilation arrangements are in place for the school's internal Year 9 and Year 10 examinations and for the Year 11;
- Be responsible for own health and safety and that of the students and staff in accordance with the school's health and safety policy;
- Adhere to the school's policies and procedures;

- Undertake any other reasonable related duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.

### **Context**

- Liaise with SLT, Heads of faculty and Heads of Departments regarding the exams process;
- Produce relevant exams related reports as and when required by SLT, Heads of Faculty and Heads of Departments;
- Communicate with parents and students about exams on a regular basis;
- Be the examination boards' point of contact for the school.

### **Personal characteristics**

Honesty and integrity

Good interpersonal and communication skills

Common sense and the ability to work smoothly and harmoniously with other members of staff

Ability to work with minimal supervision

The role requires flexible working which will include working early mornings, evenings and during school holiday periods.