



St Mary's High School Job Description

Post Title	: Examinations Officer
Hours	: 39 weeks per year (Term Time plus 5 days)
Reports to	: Business Manager
Grade	: H8 (23 – 26)

Personal and Professional Standards

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are to:

- support the aims and ethos of the school
- have regard to the Church of England character of the school and not to do anything in any way contrary to the interest of its foundation
- set a good example in professional dress and appearance, punctuality and attendance
- take responsibility for personal development and training as a consequence of the performance review cycle
- attend team and staff meetings as appropriate, contributing actively whenever possible
- provide a courteous, prompt and polite service to all members of the school community, including parents/carers, students, all staff, contractors and suppliers and other visitors
- actively contribute to the school's mission statement by forming positive relationships within the school's community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

Job Purpose

The Examinations Officer is responsible for:

- Liaising with the Senior Leadership Team Key Curriculum Leaders and other relevant staff regarding examination entries, coursework, and assessment procedures and protocols, and ensuring the smooth running of the examination cycle at all key stages for both internal and external exams.
- Creating exams schedules for internal and external exams
- Downloading all relevant base data (exam boards) into SIMs Exams Management system
- Liaising with the Senior Leadership Team (Data & timetabling) to discuss deadlines and other exam related issues
- Ensuring that all required information, including that for external candidates, is obtained and submitted accurately within set deadlines in relation to examination entries, changes, withdrawals, remark requests, and assessment data. Keep up to date with all JCQ rules and regulations and deadlines
- Dealing with post results enquiries, processing and communicating this to departments and parents/carers.
- All aspects of the conduct of both public and internals examinations as per examination board requirements and school policies and procedures
- Providing SLT with exams schedules, updating the school website and other systems
- The processing and issuing of examination results in line with examination board requirements and school policies and procedures and providing statistical information to SLT regarding results of external examinations.
- The line management of examination and student data staff and invigilators including their induction, training, timesheets, rotas etc.
- Liaising with the designated SEN Administrator to organise access arrangements for all students who have special education needs for exams and make application to the JCQ for these arrangements
- Assist with preparation of the Post 16 annual census return
- To keep up to date records and procedures for JCQ onsite inspection
- To use different software packages eg 4Matrix in relation to exams achievement
- Assist Data and Admissions Officer with overflow work regarding all admission student data administration
- Assist all other members of the Admin team with overflow work when directed

Duties & Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Business Manager or Head Teacher.

Operational

- To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals
- To organise public and internal examinations including individual timetables for students, hall / room and invigilation requirements
- Organise CAT and reading tests for all new students
- To arrange and co-ordinate invigilation for school and public examinations as required
- To ensure that examination papers and documentation are securely stored as per examination board requirements
- To liaise with examination boards and relevant staff in relation to internal assessments, examination timetable clashes and special requirements for SEN students
- To liaise with and follow up with Key Curriculum Leaders and relevant staff to ensure coursework, examination entries and other requests / changes are submitted within set deadlines
- To set up exam venues as per examination board requirements
- To liaise with the school's IT team in relation to set up for exams requiring IT eg BTEC qualifications
- To co-ordinate the posting of coursework and examination papers
- To co-ordinate access arrangements with SEN Administrator for all internal and external exams
- To co-ordinate exam certificates and arrange for them to reach students either in person or by posting
- To be available to assist the Data and Admissions Officer with overflow workload where needed
- To maintain and update information held on school database systems relating to assessment and examinations
- To provide instructions and /or assist teachers in relation to examination entries, internal assessments and assessment data requirements
- To set up and maintain archive files and historical data relating to assessment and examination results
- To input examination entries and results into school database systems
- To co-ordinate the collection, entry and extraction of data required to ensure statutory returns, which are relevant to the area, are completed accurately and within deadlines
- To liaise with other schools in order to follow up missing data

- To provide training for staff relating to assessment and examination processes and protocols, and create instruction manuals to be used by staff
- To be available before and on results days in order to process and issue examination results to staff and students as per examination board requirements and school policies and procedures and provide statistical reports of the results obtained
- To ensure that data protection/GDPR regulations are complied with and maintained
- To design user friendly reports to meet the needs of the school in relation to assessment and examinations
- To establish, in liaison with your Line Manager, contingency plans in case of emergencies including power cuts, adverse weather conditions, transport strikes
- To contribute to the evaluation and development of assessment and examinations within the school and make recommendations to your Line Manager and the Senior Leadership Team
- To report technical faults relating to the school database systems and equipment to the ICT Manager following school reporting procedures, and to track progress of resolutions
- To liaise with the Finance Office on the payment of examination fees according to the school's charging policy
- To liaise with Site Staff to ensure that halls and rooms are available, and desks and chairs set out as required
- To calculate the annual budget for exam fees and invigilation and to provide the Business Manager with the original budget and in year projections
- To be flexible in busy periods during exam time especially between April to the beginning of July
- To prepare and liaise with SLT regarding results day and enrolment

Personnel

- To establish and maintain good relationships with all staff, students, visitors, contractors and examination boards
- To identify training needs and provide training for student data and examination staff and invigilators and organise appropriate development opportunities
- To maintain attendance and training records for staff including invigilators
- To assist in the recruitment of examination staff and invigilators as required
- To have line management meetings with staff and carry out performance management as required

Administrative / Financial

- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including examination entries, returns and reports
- To take minutes/notes in meetings and circulate necessary information

- To collate information, statistics and prepare reports as required by the Business Manager, Head Teacher and SLT
- To maintain manual and computerised records and filing systems
- To deal with correspondence promptly and as required
- To provide a costing, manage, monitor and review relevant budgets ensuring best value principals are followed where possible
- To ensure that financial procedures and activities are carried out as required by school policies and procedures such as placing purchase orders; authorising invoices for payment and authorising invigilators' timesheets.

General

- To attend parents' evenings and open days/evenings as required
- To attend relevant meetings and training sessions
- To keep abreast of developments and changes in fields relevant to role such as the examination, changes in syllabi and entry requirements, and communicate these to staff
- To assist in such duties and activities relating to any of the above areas appropriate to the grade as the Business Manager and Head Teacher shall from time to time reasonably require

Cover Administration

In the absence of staff with responsibilities for arranging supply cover:

- To receive communication from teachers and classroom based staff regarding their absence.
- To effectively manage the day to day cover in school, whilst ensuring best value in the procurement of agency services.
- To organise both planned and daily cover in accordance with the School's policy (Rarely Cover), and the 'Safeguarding' requirements. To effectively utilise the cover resources (eg learning/cover supervisors) of the school for all teaching staff absences and to inform relevant staff of any changes to the cover list. To liaise with supply agencies to recruit high quality supply staff, using the School's preferred agencies and ensuring best value. To take responsibility for the induction of supply teachers.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract 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 child protection matters.

To be subject to all relevant statutory and institutional requirements.

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

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

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



Examinations Officer Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Good general standard of education with qualifications to at least 'A' level standard or equivalent	Degree level of qualification
Experience	<p>Experience of working in an office and data driven environment</p> <p>Experience of compliance with the requirements of regulatory bodies</p> <p>Experience of having sole responsibility for the organisation and outputs of an area of work</p> <p>Experience or working under pressure and where accuracy is of paramount importance</p>	<p>Experience of working in a school /college environment</p> <p>Experience of working with young people</p> <p>Experience of examination administration or organisation</p>
Knowledge		<p>Knowledge or understanding of secondary school procedures</p> <p>Knowledge of examinations regulations or procedures</p>
Skills & Ability	<p>ICT Skills (Intermediate Word, Excel, Microsoft Outlook, Powerpoint,)</p> <p>Excellent attention to detail.</p> <p>Good analytical and numerical ability</p> <p>Good communication and interpersonal skills – working with staff, students and parents/carers</p> <p>High level of personal organisation, and the ability to work without close supervision</p> <p>Calm, confident attitude</p> <p>Smart appearance</p> <p>Ability to adapt quickly to different situations and a good</p>	<p>Knowledge of SIMS or other similar databases</p>

	<p>level of common sense</p> <p>Ability to work in a team and on your own</p> <p>Experience of dealing with confidential issues</p> <p>The ability to research, interpret exam regulations and fully understand guidance and act in accordance with it all.</p>	
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