



JOB TITLE:	Examinations Officer
SALARY SCALE:	PO1
HOURS:	Monday to Friday, 35 hours per week. 41 weeks per year comprising: 38 student weeks, plus 5 Inset days, plus two weeks during exam result periods in August and other exam days that fall during the school holidays if required.
PURPOSE	<ul style="list-style-type: none"> • To provide a comprehensive examination service for the school with overall responsibility for leading and managing the complete external examination process and significant elements of internal examinations. • To communicate with the Leadership Group, Curriculum Leaders, Lead Practitioners, Subject Leaders, students and Examination Boards as appropriate. • To manage Exam Invigilators to ensure that the exam processes run smoothly. • To support the Data Assessment and Reporting Manager in producing student timetables, student reports and maintaining assessment and other databases.
LINE MANAGEMENT:	Exam Invigilators
REPORTING TO:	Deputy Headteacher, Standards, Assessment and Reporting
<p><u>Overall Main Responsibilities</u></p> <ul style="list-style-type: none"> • Ensure that the exam process has integrity and Joint Council for Qualification (JCQ – CIC) regulations are applied consistently. • Ensure that the conduct and running of all external examinations complies with the JCQ – CIC instructions for conducting exams booklet. • Ensure that the Risk Management Process for Controlled Assessment is updated on an annual basis and is available for inspection by the JCQ. • Liaise with the Leadership Group to establish best working practices and policy covering organisation of exams and mandatory reporting requirements. • Encouraging a positive examination culture in the school to which all staff and students subscribe. <p><u>Administration</u></p> <ul style="list-style-type: none"> • To provide the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken and security arrangements are adhered to. • To effectively liaise with Curriculum Leaders, Lead Practitioners and Subject Leaders and students regarding examination entries and re-sits, including setting calendar deadlines for all stages in the process of entering and examining students, and informing staff and students of details. • To check and confirm all examination entries with departments and candidates. 	



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- To manage expenditure within the set annual budget for exams with the Director of Resources.
- To be responsible for examination entries by EDI for external examinations, liaising with Curriculum Leaders, Lead Practitioners and Subject Leaders to ensure the accuracy of entries.
- To manage all private entries including payment of fees.
- To brief candidates on examination regulations and disseminate written guidance for staff and students about public examinations. This will include issuing students with entry slips and timetables and examination booklets.
- To build and maintain the whole school examination timetable, including venue, and all related administrative tasks for the organisation of GCSE, A Level, International Baccalaureate (IB) and Career Related International Baccalaureate (CRIB) and all year groups external examinations when required.
- To resolve examination timetabling clashes.
- To arrange external exams for non-curriculum subjects, including community languages.
- To be responsible for all administrative tasks relating to enquires about results, including liaising with Curriculum Leaders, Lead Practitioners and Subject Leaders.
- Manage the submission of course work/controlled assessments, ensuring compliance with exam entries required by awarding bodies, and ensuring that correct student samples are dispatched.
- To monitor and report the receipt of examination papers from examination bodies and to ensure all necessary stationery and materials relating to the examinations are available prior to examinations. Manage the packing and dispatch of all exam papers on time.
- To liaise with the SENDCO regarding students access arrangements for exams and make appropriate provisions for students entitled to extra time both in terms of location and support materials e.g. MAC's/enlarged papers/scribes, etc.
- To be responsible for checking, collating and distributing results for all Post 16 exams and GCSE exams on results day. To be present and available in school on the days when results are notified (as part of the 41 weeks) and overseeing the distribution of results to students.
- To complete any administrative tasks required relating to re-sits, queries and appeals following consultation with relevant staff, (Curriculum Leaders, Lead Practitioners and Subject Leaders and the Leadership Group). To work efficiently on administrative queries relating to remarks, access to scripts, 'missing' marks following results day, including assisting students in clarification of grades and contacting relevant staff, exam boards and colleges/universities as necessary.
- To ensure the schools database (SIMS) is kept up to date, including making amendments where –remarks result in grade changes.
- To produce analyses of examination entries and results for the Leadership Group and be responsible for dissemination of results to staff.
- To oversee the checking and the distribution of exam certificates.



Security

- To be responsible for the schools' examination password for dealing with such issues as administration of 'special consideration' requests using the examination boards secure website.
- To arrange secure storage of all examination papers prior to and following examinations.
- To ensure the safe and secure dispatch of examination materials to external examination boards, and moderators where appropriate.

CPD, plus recruitment, training and supervision of Exam Invigilators

- To keep fully apprised of all changes to exam regulations and the requirements of the role, ensuring attendance at awarding body and other INSET, as appropriate, and ensuring that Leadership Group, Curriculum Leaders, Lead Practitioners and Subject Leaders and students are informed of changes.
- To liaise with the HR Manager in the recruitment of external invigilators and ensure relevant employment checks are in place.
- To develop and provide appropriate training for examination invigilators covering examination board requirements, procedures and processes, annually.
- To organise and run invigilator briefing sessions, including the school's examination requirement and procedures.
- To be responsible for arranging invigilator timetables and ensuring that there is sufficient cover for all examinations.

Finance

- To liaise closely with the Director of Resources regarding the management of the examinations budget.
- To work with the Director of Resources in checking and approving examination invoices.
- To organise the collection of all monies related to re-sits and private entries and pass to the Finance Manager.
- To chase outstanding payments and recover monies relating to examination re-sits. To deal with enquiries about results (e.g. remarking/requests for scripts) and exam absentees.
- To maintain a payment register – using the school's payment account.
- To be responsible for checking and approving invigilator time sheets prior to salary payments.
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Data Input and Analysis

- To arrange data input of external examinations, collate results, and to record, report and provide statistics as required.
- To check and prepare examination statistical information for analysis by the Leadership Group, Curriculum Leaders, Lead Practitioners and Subject Leaders
- To be responsible for checking and amending where necessary by FORVUS' report for DfE.
- To support the Data Assessment and Reporting Manager in producing student timetables,



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student reports and maintaining assessment and other databases.

- Responsibility for inputting information for the school system as required (SIMS).
- To collect and input as required various performance, summative and formative data into SIMS including A level results, GCSE, KS2 and KS4 data.
- To develop knowledge and expertise in the management of the schools' data systems and to provide timely information and data required.
- To assistant in the development of the schools' administrative team in support of data management and work as an effective team player.

Core Standards for all Eltham Hill Staff

- Support students' development
- Liaise with parents, carers and families
- Commitment and contribution to improving standards for students.
- Share the school's commitment to safeguarding and promoting the welfare of all students
- Contribute to positive relationships and provide effective support for your colleagues
- At all times, operate within the school's Equalities policies
- Monitor and maintain school resources
- Follow Health and Safety requirements and initiatives as directed
- Ensure compliance with Data Protection legislation
- Contribute to the maintenance of a caring and stimulating environment for young people
- To attend all staff meetings, relevant CDP training, Line Management and Performance Management Review in line with School Policy
- Adhere to professional business standards of dress, courtesy and efficiency
- To pursue 'excellence, happiness and success', in line with the ethos of the school
- To undertake any reasonable activity as directed by the Head Teacher that is not specified in this job description

Reviewed By:	Leadership Group	Date:	September 2021
Approved By:	Erika Podmore	Date:	September 2021



Person Specification for the post of: Examinations Officer

Qualifications/Training	Good standard of general education – 5 GCSE's or equivalent including English and Math's (essential)
Experience	Previous experience as an Exams Officer At least three years' experience of employment in office and administration role Experience of work in a school
Skills and Abilities	Good knowledge of Microsoft Office, in particular Word, email, databases and spreadsheets Ability to learn new ICT quickly Ability to compose routine correspondence appropriate to intended audience Competency with Data Knowledge Knowledge of SIMS Good written and oral communication skills Good time management skills and the ability to prioritise work dealing effectively with conflicting priorities Ability to work in a highly organise and methodical manner Be able to work accurately and to deadline Ability to work effectively as part of a team and on own initiative Ability to maintain accurate and detailed work records and inventories Good interpersonal skills Ability to work flexibly to attend occasional events Ability to relate to young people
	Willingness to undertake training Evidence of recent personal development through training Presents professional and friendly disposition Able to maintain confidentiality Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people.