

**JOB DESCRIPTION**

**Examinations Officer**

**Permanent**

**Salary Scale – Band 6 SCP 22**

Reporting to the Assistant Head Teacher

**Overall Objectives of the Post:**

**To be responsible for the efficient and effective running of the administration of all internal and external examinations within the school**, including liaising with staff, students, invigilators and examination boards, adhering to national regulations and guidelines and an annual budget.

You will be required to meet regularly with members of the Senior Leadership Team, SENCO and Faculty Leaders.

**Key Tasks of the Post:**

**Oversee the management of the school external and internal examination system. Including:**

Examination entries – ensuring all entries are accurate and meet examination board requirements
Being aware of examination changes each academic year and communicating them to staff
Managing the exam entry process, including gathering information from teachers to ensure accurate entries are made on time. Forwarding materials to teachers regarding coursework dates and deadlines, and liaising with them in a proactive way
Managing the exam preparation process, involving the preparation of exam timetables for students and staff, creating seating plans and briefing parents, staff and students about the exams process and ensuring all students are aware of statutory rules
Receiving, checking, collecting, storing and dispatching confidential exam materials in a secure and timely way
Managing exam days in accordance with exam board regulations, dealing with irregularities, emergencies, and malpractice. Starting and ending all exams and collecting papers
Organising the invigilation of all exams by the hiring and management of a team of invigilators, ensuring that training is provided and rules and regulations are adhered to
Ensure the school website is kept up to date with examination information
Working with the SENCO to ensure that students receive the correct access arrangements for their exams, for example, the provision of laptops or extra time
Managing exam results, including accessing results electronically and preparing results for dissemination to students on results days. Examination results – including providing information for students, staff, LA, Ofsted, parents and other appropriate bodies.

Dealing with requests for exam reviews and script recalls – applicants must be available every year from Mid-August in order to do this.
Being available on exam results day to issue exam certificates to candidates and deal with any queries. Liaise with Senior Leadership and process any appeals.
Entering candidates for resit examinations and managing these exams
Oversee the examination budget
Developing, reviewing, and updating policies and procedures that relate to examinations, to ensure they reflect best and current practice and are ‘inspection ready’
Manage the certification process for students and respond to queries from past students
Input complex data relating to examinations using SIMS package
Attend relevant training courses
Provide complex reports for audiences including staff, governors, Ofsted and other bodies
Use packages including SISRA Analytics and other external packages to analyse data
Support the Data & SIMs Officer as necessary
<b>Provide support to school and the Leadership Team. You will:</b>
Work as a supportive team member and as an individual.
Contribute to the overall ethos / work / aims of the school.
Participate in training and other learning activities as required.
Recognise own strengths and areas of expertise and use these to advise and support others.

All staff are expected to comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

All staff are expected to assist with the development of policies relating to confidentiality and data protection.

All employees should be aware of and support difference and ensure equal opportunities for all. This involves implementing and promoting the school’s equal opportunities policies at all times and valuing the cultural diversity of the school.

You will develop constructive relationships and communicate with other agencies/professionals and share expertise and skills with others.

All staff are expected to participate in training and other learning activities and performance development as required. You will recognise your own strengths and areas of expertise and use these to advise and support others.

All employees have a responsibility of care for their own and others’ health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

## PERSON SPECIFICATION

### Examinations Officer

We shall be looking for applicants who can fulfil the following criteria:

Essential	Desirable	How Assessed
<b>Educational Attainment</b>		
<ul style="list-style-type: none"> <li>NVQ level 3 qualification or significant experience in a relevant role</li> <li>Level 2 qualifications in English and mathematics</li> </ul>	<ul style="list-style-type: none"> <li>Degree</li> <li>Evidence of post qualification continued professional development</li> </ul>	Application form Interview Certificates
<b>Work Experience</b>		
<ul style="list-style-type: none"> <li>Substantial experience of working in a school environment</li> <li>Recent experience of working in a complex data role in a comparable organisation</li> <li>Good knowledge of using SIMS, the School Information Management System</li> <li>In depth knowledge of Microsoft office and a detailed understanding of spreadsheets including Excel</li> <li>Ability to interrogate and analyse data</li> </ul>	<ul style="list-style-type: none"> <li>Experience of designing and developing administrative and organisational systems</li> <li>Willingness to undertake professional development in educational IT packages</li> <li>Experience of using SISRA Analytics</li> <li>Recent experience of managing school/college examination process</li> </ul>	Application form Interview ICT Test
<b>Knowledge / Skills /Aptitudes</b>		
<ul style="list-style-type: none"> <li>Accuracy is paramount with exceptional attention to detail</li> <li>Knowledge of relevant policies/codes of practice/legislation</li> <li>Ability to interpret advice/statute and to devise policy/practice in the light of these</li> <li>Ability to manage staff effectively</li> <li>Awareness and understanding of safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of performance management systems</li> <li>Experience of project management</li> </ul>	Application form Interview References ICT Test
<b>Disposition</b>		
<ul style="list-style-type: none"> <li>Ability to relate well to children and adults</li> <li>Ability to persuade, motivate, negotiate and influence</li> <li>Ability to deal with difficult situations in a proactive manner</li> <li>Ability to meet deadlines and work effectively under pressure</li> <li>A flexible approach to work</li> <li>Ability to work well as a member of a team</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to go the extra mile</li> </ul>	Interview References
<b>Circumstances</b>		
<ul style="list-style-type: none"> <li>Have an up to date first aid certificate or be prepared to secure this qualification</li> <li>Enhanced clearance from the Disclosure and Barring Service</li> </ul>		DBS Check