

TITLE OF POST:	Examinations Officer
GRADE:	NJC27
PURPOSE OF POST:	To be responsible for the administration, organisation and smooth running of public and internal examinations.
DATE OF APPOINTMENT:	September 2022
LINE MANAGER:	Assistant Head Teacher
HOURS:	36 hours per week, term-time only, 41 weeks (including 10 days per year, as directed and to include dates in holiday periods when exam results are issued) <i>To work flexible hours in negotiation with line manager, taking into account specific needs at key times of the year. Days on which exams are being held will require an early start.</i>

JOB DESCRIPTION

Public Examinations

1. To be responsible for examination entries for external public exams, including GCSE, A/AS Level, KS3 tests, BTEC and Asset Languages, including estimated entries, forecast grades and coursework marks
2. To liaise with Curriculum Leaders on all aspects of student entries
3. To disseminate via Key Stage Leaders information about public exams to staff, students and their parents
4. To liaise with staff, parents and students to deal with complaints and queries about public examinations, including SATs
5. To line manage an Assistant Examination Officer
6. To be responsible for ensuring the safe storage of all examination materials
7. To be responsible for the daily running of all public examinations, including:
 - liaison with Facilities Management staff to ensure rooms are set up as required and liaison with Curriculum Areas that may be affected by exam arrangements, eg. PE
 - Liaison with Cover Manager who will create the invigilation timetable where staff are required
 - production of a schedule for invigilators to ensure full coverage of all exams within exam board guidelines
 - ensuring exam cards and exam papers are laid out according to the needs and requirements of the exams being held
 - ensuring all required signs are displayed
 - ensuring supplies of necessary paper and equipment are available in exam rooms
 - ensuring exam papers are collected in appropriately, sorting these ready for dispatch and ensuring they are posted on time to exam boards
8. To be responsible for the recruitment and provision of effective training for all invigilators of public exams
9. To be responsible for overseeing the collation and dispatch of all coursework grades and liaison with Curriculum Leaders to ensure dispatch of required samples for moderation
10. To identify all 'clashes' and make appropriate provisions for students

11. To ensure students are briefed on examination procedures and conduct and to produce guidelines for staff and students
12. To provide relevant statistics on examination entry and examination results to the Leadership Group, Governors, the LA, the DFE and others as required
13. To be present on the days the school is notified of results to oversee the distribution of results and to work with the Deputy Head (Curriculum) to produce relevant statistics
14. To be responsible for examination stationery
15. To make arrangements, in liaison with the Leadership Group, for the distribution of final certificates to students
16. To liaise with the SENCO to ensure all applications and arrangements for special consideration are made
17. Where required, under the school's Examinations Policy, to arrange for retrieval of costs of examination entry from absentees
18. To be responsible for the collation of Teacher Assessment levels at the end of Key Stage 3 in July and to ensure these are dispatched as required.
19. To be responsible for effective management of the examinations budget

Internal Examinations

20. To gather information from Curriculum Leaders regarding exam needs
21. In conjunction with Key Stage Leaders, to produce necessary exam timetables
22. To manage the daily running of all internal examinations, including:
 - liaison with Facilities Management staff to ensure rooms are set up as required and liaison with Departments that may be affected by exam arrangements, eg. PE Department
 - liaison with Cover Manager who will create the invigilation timetable
 - ensuring exam cards and exam papers are laid out according to the needs and requirements of the exams being held
 - ensuring all required signs are displayed
 - ensuring supplies of necessary paper and equipment are available in exam rooms
 - ensuring completed exam papers are distributed to relevant Departments at the end of exams
23. To undertake other additional relevant tasks as directed by line manager

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

Due to the evolving nature of the school structure all job descriptions may need to be adjusted, through consultation, to meet the needs of the school. This process may be informed by the professional review.

PERSON SPECIFICATION

Experience, Skills, Knowledge and Understanding

Minimum of 5 GCSEs or equivalent at Grade C or above including Maths and English
Excellent working knowledge of Microsoft office packages including Outlook, Word, Excel and PowerPoint with excellent keyboard skills
Ability to develop effective systems for the collation, storage and processing of paper based and electronic data
Ability to work to tight deadlines and to provide clear structures for others to ensure deadlines are met
Can maintain confidentiality in the working environment
Ability to process information and provide a range of reports for relevant stakeholders
Excellent time management and multi-tasking skills and to use own initiative

Decision Making

Has initiative and can work independently as well as within a team
Has an understanding of when to consult, make decisions and defer to others

Communication and Self-Management Skills

Good interpersonal skills and ability to communicate effectively both orally and in writing, including dealing with people at all levels
Is able to plan, organise, prioritise and manage own time effectively
Will actively engage in training activities and take responsibility for his/her own professional development
Ability to offer training and support to other staff

Personal Attributes

A positive, enthusiastic outlook, embracing risk and innovation
Commitment and dedication to social justice, equality and excellence
Engagement in collaborative partnership working, within and beyond the school
Integrity in relation to their own and the school's practice
Courage and conviction to achieve the best outcomes
Respect and empathy towards others
Resilience, perseverance and optimism in the face of difficulties and challenges
Decisiveness, consistency and focus on solutions
Drive for improvement and challenging underperformance
Capacity to be flexible adaptable and creative
Capacity to receive and act on feedback to build on strengths and improve personal performance