



JOB DESCRIPTION **Exams Officer**

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| Purpose: | <p>To be responsible for the efficient and effective administration, organisation and management of internal and external examinations within the school.</p> <p>To support the Management Information Systems Leader with the collection, collation and distribution of assessment information.</p> <p>The post holder is expected to lead by example, develop teamwork, actively promote the school's corporate policies in pursuit of the school's goal of corporate excellence.</p> |
| Reporting to: | School's Information Systems Leader |
| Responsible for: | Exam Invigilators |
| Liaising with: | Head/Deputies. Governors, Heads of faculty/Department, other school staff, Parents, Students, Exam Boards, LA and external service providers and agencies. |
| DBS Check | Enhanced Level |
| Working Time | Term Time only plus 2 weeks – one of which must be the week of the summer GCSE exam results (36 hrs 40 mins per week) |
| Salary | TRS Support Staff Salary, NJC Grade 5, Point 18-23 (£26,806 - £30,196 with pro rata applied) |

SPECIFIC DUTIES

- Source, establish and maintain effective links with the appropriate Examination Boards
- To have knowledge, insight and responsibility for all exams which take place in school (GCSE's, PPE's, end of year tests and controlled assessments (list not exhaustive))
- Ensure students, parents and colleagues are informed of the school's arrangements and policy for examinations
- Make appropriate examination arrangements for students with special or additional need in accordance with school policy
- Manage examination subject clashes
- Manage and ensure exam entries, liaising with subject leaders as appropriate
- Record both provisional and exam entries on the school's management information systems
- To be an active member of the Exams Office and attend annual update meetings
- To source and attend CPD in relation to the Exams Officer role
- To join professional bodies and access training as appropriate
- To undertake activities which will ensure the smooth running of all examinations both internal and external as directed by the SISL

- To produce examination timetables and to distribute to appropriate recipients
- To be responsible for examination entries ensuring all entries as uploaded accurately and by exam board deadlines, electronically on the school MIS and examination board secure portals
- To ensure examination papers are securely received, checked and stored
- Liaise with Curriculum Leaders and Senior Leaders to ensure all students are entered into exams as required
- Liaise with Curriculum Leaders to collect information on courses being delivered and keep clear records to ensure the accuracy of entries and accountability of all entries involved
- Work in collaboration with the SENCO to ensure that special exam arrangements for individual students have been confirmed and provision allocated
- To ensure examination halls and rooms are appropriately set up in accordance with statutory guidelines
- Liaise with all external examination boards as appropriate
- Ensure students undertake any non-examination assessment in accordance with awarding body guidelines
- To plan and schedule invigilation arrangements and to annually deliver invigilation training to both internal and external invigilators
- To be responsible for the prompt start of all examinations
- To deliver assemblies to year groups prior to their examinations covering awarding body exam regulations
- Work proactively to avoid malpractice among students and staff, supporting the head of centre and taking all reasonable steps prevent the occurrence of any malpractice before, during the course of and after exams have taken place
- To facilitate inspections carried out by the awarding body inspector
- Be present at the beginning and end of the GCSE and PPE exams
- Support Head of Centre (Headteacher) with the administration of policies and centre declarations
- Respond to enquiries about examinations from students, parents, colleagues, the LA and exam boards
- Ensure costs arising from examination entries are identified and notified to the Business Manager for budget accounting purposes
- Ensure the safe receipt and secure storage of examination papers in accordance with examination regulations
- Liaise with the school's attendance officer to ensure the highest possible attendance at examinations
- Draw up exam timetables for all whole school assessments
- Manage and communicate the timing of and all rooming and seating plans for the successful completion of exams in accordance with exam regulations
- Recruit and maintain a pool of invigilators who are trained and developed to efficiently support the exam process in accordance with examination regulations
- Liaise with subject leaders and ensure the efficient management and organisation of internal examinations and tests as determined by school policy



- Receive, organise and disseminate exam results to SLMT, subject leaders, students, parents and the LA
- Ensure exam results are recorded on the school's management information system
- With the SISL and MISL analyse, evaluate and report on exam results
- Receive and check examination certificates and prepare them for distribution at Presentation Evening
- Oversee arrangements for Results Day and Presentation Evening
- Formulate and develop statutory policies for examinations as directed by the JCQ
- Represent the school at meetings in respect of the examination process
- To assist and maintain accurate and up to date Management Information Systems data
- To support the SISL/MISL with administrative tasks throughout the academic year
- To maintain and update assessment and examination materials as required
- To be responsible for effective data analysis and the generation of reports for the Senior Leadership Management Team
- Maintain and input a wide range of manual and computerized records

GENERAL DUTIES

- To work with the Headteacher to identify resource needs and to contribute to the efficient / effective use of physical resources
- To actively promote the school's policies, procedures and codes of practice, including those relating to Health and Safety, Equal Opportunities, Appraisal etc.
- To be a role model and actively promote the school's Rights Respecting agenda
- To understand the importance of inclusion, equality and diversity both when working with students and colleagues and to promote equal opportunities for all.
- To take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students).
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To undertake such duties and responsibilities at a similar level as may be agreed with the Headteacher.
- Maintain an up-to-date knowledge of Management Information Systems used by the school
- Participate in arrangements for further training and professional development
- Engage actively in the school Appraisal process, including being an appraiser
- Communicate effectively and professionally with the parents of students as appropriate
- Where appropriate, communicate and co-operate with external agencies
- Follow agreed policies for communications in the school
- Ensure that the highest standards of confidentiality are maintained when dealing with any kind of data relating to staff and students
- To undertake such other duties as may be reasonably determined by the Headteacher

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Date: December 2024

Head teacher: John Cregg