

Post Title:	Examinations Officer
Grade:	Points 11-19 depending on qualifications and experience
Hours:	37 hours, term time plus 3 weeks.
Responsible to:	Assistant Headteacher (Sixth Form)
Responsible for:	Exam invigilators / Assistant exam officer
Contacts:	Exam/awarding bodies, Senior Management Team, heads of department, teaching staff, candidates, parents/carers.
Job Purpose:	The Examinations Officer is responsible for the administration and organisation of all aspects of external examinations in accordance with the regulations laid down by the awarding bodies.

Key responsibilities: the main responsibilities of the post will include:

- Liaising with all staff, eg heads of department regarding entries.
- Submitting entries for external examinations to awarding bodies in advance of deadlines.
- Liaise with the SEN coordinator regarding candidates with SEN; applying to awarding bodies for special arrangements for such candidates.
- Managing the daily running of external examinations. This will include ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.
- Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.
- Organising the examination rooms, in accordance with regulations.
- Providing a centre timetable to include dates, times, venues and number of candidates.
- Resolving examination clashes in accordance with regulations.
- Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables.
- Collecting and despatching worked scripts in accordance with the regulations.
- Arranging invigilation, including briefing and training invigilators in school procedures.
- Being present and available in school on the days when results are notified, and overseeing the distribution of results to candidates.
- Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
- Supporting the Assistant Headteacher with producing analyses of examination results as soon as practicable.
- Supporting SLT with providing statistics on examination entries and results for the, governors, LA, DfE, etc.
- Checking DfE and other examination statistics before publication.
- Work with the general office with overseeing the checking and distribution of certificates.
- Processing enquiries about results and requests for return of scripts.
- Ensuring that costs of retakes etc are reimbursed by candidates/departments, as appropriate.
- Encouraging a positive examination culture in the school to which all staff and students subscribe.
- Liaising with the National Assessment Agency and Examinations Officers Association as appropriate.
- Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings, etc and keeping up to date with the latest procedures and regulations for external examinations.

- Making external examination arrangements for private candidates.
- Arranging external examinations for non-curriculum subjects, including community languages.
- Making arrangements for internal examinations, including the production of the timetable, rooming and invigilation.
- Any other reasonable duties as commensurate with the grading of the post.

Key competencies

Must be ICT literate and able to use the internet, eg consult websites, access information, download material/make entries electronically, operate the school's database, produce and operate spreadsheet packages, use email and ParentPay

Have good, written and verbal communication skills and be able to relate well to school staff, candidates of all abilities, parents and carers.

Be able to prioritise and manage workload.

Be able to work in an organised and methodical way and have sound organisational and coordination skills.

Be able to work accurately and to deadlines.

Be able to work effectively under pressure.

Be able to maintain confidentiality.

Have good supervisory skills