



Job Description: Examinations Officer

Noadswood School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Details

Salary: Grade D £25,628 to £28,326 FTE (Actual £24,169 to £26,713 per annum)

Hours: 37 hours – 43 working weeks per year (Term Time plus INSET days plus 4 additional weeks)

Contract type: Full Time – Permanent (subject to probation)

Reporting to: SLT Line Manager

Main Purpose

The examinations officer is responsible for the organisation and smooth running of both internal and external examinations. The officer acts as the primary liaison between the school and external examination bodies. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ), and will ensure that the school is compliant with these before, during, and after examination periods.

Duties and responsibilities

Planning and organisation

- Understand the regulations and requirements of all examinations held by the school, both internal and external
- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these
- Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials
- Contribute to development and review of examination-related school policies
- Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils
- Manage registration of candidates for all examinations
- Work with the finance team to ensure all examination fees are paid, as necessary

Exam management

- Recruit, train and manage invigilators as required
- Make sure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ

- Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing
- Make sure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures
- Carry out necessary administrative tasks related to the organisation of examination sessions
- Support the SENCO to implement access arrangements and reasonable adjustments as required
- Manage arrangements for the safe and secure storage and dispatch of completed examination papers
- Manage any unexpected issues or emergencies that arise during an examination session
- Submit reports to examining bodies, as required

Results and data management

- Make arrangements for sharing results with students (e.g. results day)
- Make sure results are received by the school in a secure and confidential way
- Be familiar with data analysis reports and tools, and be able to share results data with stakeholders as appropriate
- Arrange receipt and distribution of examination certificates to candidates
- Manage retention of results, including certificates, for the school's records

Training and development

- Undertake training as appropriate for the role
- Be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate

The examinations officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the examinations officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by their Line Manager.

Person specification

CRITERIA	QUALITIES
Experience	<ul style="list-style-type: none"> ➤ Working in a school/college or administration environment ➤ Managing the administration of examinations ➤ Working with confidential and/or sensitive materials ➤ Managing other members of staff, such as invigilators ➤ Managing time and workload to meet deadlines ➤ Using a management information system (MIS) ➤ Working with data sets ➤ Working with awarding bodies and regulatory organisations, e.g. JCQ ➤ Complying with statutory regulations set by external bodies

Skills and knowledge	<ul style="list-style-type: none"> ➤ High standard of communication (verbal and written) ➤ Polite and effective interpersonal skills ➤ Competent with common IT systems, e.g. Microsoft Office, MIS ➤ Data analysis ➤ Time management and planning ➤ Ability to work flexibly and quickly under pressure ➤ Ability to work across multiple projects and deadlines ➤ Ability to follow policies and procedures set by the school and external agencies
Personal qualities	<ul style="list-style-type: none"> ➤ Organised ➤ Ability to keep calm under pressure ➤ Ability to work well in a team, and independently
Qualifications and Training	<ul style="list-style-type: none"> ➤ No specific qualifications are needed for this role, though it is desirable for computer literacy and GCSE passes in both English and Mathematics.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: February 2024