



## JOB DESCRIPTION

Post:	<b>Senior Examinations Officer</b>
Scale:	Scale 6 (SCP 26-28)
Responsible to:	Business Manager/ Vice Principal Curriculum
Responsible for: (12)	Examinations Assistant & team of Exam Invigilators
Contracted hours:	37 hours per week – Full Year Flexibility of working additional hours will be necessary during examination periods

### Job Purpose

To be responsible for the management, administration and organisation of all aspects of both mock and external examinations in accordance with the regulations laid down by the awarding bodies.

To manage a considerable range of examinations with a subsequent complex exam timetable for the whole school.

To be the first point of contact for Exam/awarding bodies, Senior Management Team, Heads of department, teaching staff, candidates, parents/carers.

### Key Responsibilities

- Liaising with Curriculum Leaders and other staff regarding entries.
- Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
- Submitting entries for external examinations to awarding bodies in advance of deadlines.
- Organising SEN provision, including liaising 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.
- Formulating a complex 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 dispatching worked scripts in accordance with the regulations.
- Planning invigilation, including recruitment and deployment of invigilators and briefing and training them in school examination procedures.
- Producing analyses of examination results as soon as practicable.
- Providing statistics on examination entries and results for the Principal, senior management team, governors, LA, DfES, etc.
- Being present and available in school on the days when results are notified, and overseeing the distribution of results to candidates
- Checking DfES and other examination statistics before publication.
- Overseeing the checking and distribution of certificates.
- Processing enquiries about results and requests for return of scripts.
- Ensuring that costs of retakes 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 training meetings, 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.
- Managing arrangements for internal examinations, including the production of the timetable, rooming and invigilation.

### **Managing staff and finances**

- Be responsible for the full line-management and supervision of the Examinations Assistant and a team of Examination Invigilators.
- Be responsible for the whole school Examinations budget.
- Be responsible for the collection and recording of all monies relating to examination re-sits and re-marking of papers.

### **Other duties**

- To contribute to other support areas, as and when required.
- Any other reasonable duties as commensurate with the grading of the post.



## PERSON SPECIFICATION: SENIOR EXAMINATIONS OFFICER

Required Attributes	Essential / Desirable	Assessed by: A = Application I = Interview T = Test R = Reference
<b><i>Experience:</i></b>		
Experience of the public examination system	E	A, I
Proven experience in a role of responsibility	E	A, I
<b><i>Knowledge, skills &amp; abilities:</i></b>		
Up-to-date knowledge of national examinations practices and procedures	E	A, I
Good working knowledge of databases, spreadsheets and relevant software	E	A, I, T
Awareness of policies and procedures relating to child protection	E	A, I
High level of ICT skills	E	A, T
Ability to work accurately, with meticulous attention to detail	E	A, T
Ability to prioritise and organise effectively	E	A, T
Ability to maintain confidentially	E	A, I
Ability to meet deadlines	E	A, I
Ability to manage a budget	E	A, I
Ability to lead a team and to direct and co-ordinate the work of others	E	A, I
Ability to develop innovative practice	D	A, I
Good judgement	E	A, I, T
Ability to fulfil all spoken aspects of the role with confidence through the medium of English	E	A, I
Excellent communication skills, both verbal and written, with adults and students	E	A, I, T
Ability to maintain appropriate relationships	E	A, I
Ability to deal with all people in a polite and courteous manner, showing firmness, when necessary	E	A, I
<b><i>Qualifications:</i></b>		
NVQ 3 or equivalent qualification (2 x A Levels A* - C) or experience in relevant discipline	E	A, I
<b><i>Personal Qualities:</i></b>		
Adaptability, reliability, dedication and commitment	E	A, I
Willingness to work additional hours, as and when required	E	A, I
Willingness to develop professionally and undertake further training, as required	E	A, I
Integrity and discretion	E	A, I
Good role model to colleagues and students	E	I
Initiative and creativity	D	A, I
Willingness to become involved in the school as a community	E	A, I
Resilience	E	A, I
Excellent record of punctuality and attendance	E	A, R
Presence and enthusiasm	E	A, I
Commitment to equal opportunities and inclusion	E	A, R

