

**JOB DESCRIPTION: Examinations Officer**

**Job Purpose:** To be responsible for the administration, organisation and smooth running of all internal and external examinations.

**SALARY:** Grade 3

**HOURS:** 37 hours per week, Term Time only plus two Weeks

**LINE MANAGEMENT:**

Responsible to: Leadership Group

Responsible for: Exam Invigilators

Liaison with: All school teaching & support staff  
Exam Boards and Moderators  
General public, parents and students

**DUTIES & RESPONSIBILITIES:**

1. To be responsible for examination entries for external exams to the examination boards for public exams and GCSE and any other qualification that the school runs, ensuring appropriate contingencies (eg manual back-ups) are made.
2. Wherever possible, to make arrangements for students at this school to take examinations in subjects they have studied elsewhere.
3. To disseminate information about all exams to staff, students, and their parents/carers.
4. To liaise with staff, parents, and students to deal with complaints and queries about all examinations.
5. To be responsible for ensuring that examination papers are securely stored as they arrive in accordance with JCQ regulations.
6. To be responsible for the daily running of all internal and external examinations, including practicals, and to liaise with the Leadership Group, Learning Support and Site Team to ensure the smooth running of all exams including the necessary rooms needed to accommodate all students and arrangements to be made for furniture in examination rooms.
7. To recruit, train and manage a sufficient bank of exam invigilators to meet examination needs at all times, ensuring safeguarding requirements are met at all times.
8. To create the invigilation timetable for internal and external examinations and to provide information to the appropriate people in a timely manner, e.g. dates/times of examinations and the number of entrants.
9. To identify and make appropriate provisions in the event of clashes.
10. To brief students on examination procedures and conduct, and to produce guidelines for staff and students.
11. To provide relevant statistics on examination entry and examination results to the Head, the Governors and other appropriate bodies, including an Annual Report to the Governors and a section in the Governors' Annual Report to Parents.
12. To be responsible for examination stationery.
13. To check DfES statistics and examination results information before publication.
14. To oversee the copying and distribution of results by the School Office.

15. To take responsibility for checking certificates before they are handed to students.
16. To retrieve costs of examination entry from absentees and arrange for re-marks, reports and queries about exam results from the examination board.
17. To be present on the day the school is notified of results.
18. To work with the Data Manager to undertake an analysis of all examination results when the school is notified, and to inform the Headteacher as soon as administratively possible.
19. To liaise closely with the Data Manager to develop exam statistics that can be used for target setting, review and as a basis of raising achievement.
20. To attend appropriate school meetings, including staff briefing.

The duties and responsibilities of the post could vary from time to time as a result of new legislation, changes in technology, policies, or school needs.

#### **SUPERVISION RECEIVED**

Supervising Officer: Leadership Group  
Level of supervision: Regularly supervised with work checked by supervisor  
Left to work within established guidelines subject to scrutiny by supervision.  
Plan own work to ensure the meeting of defined objectives.

#### **SPECIAL CONDITIONS**

- To, at all times, accept responsibility for safeguarding and promoting the welfare of children.
- To understand, familiarise self with, and abide by all school policies, including, but not limited to, Equal Opportunities, Confidentiality, Health and Safety and Internet Code of Practice
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Staff Disciplinary Policy.

#### **REVIEW AND AMENDMENT**

This Job Description will be subject to review in the light of new opportunities, needs and strengths, changes in technical, legislation or policy.

Signed: \_\_\_\_\_ (Postholder)

\_\_\_\_\_ (Headteacher)

Date: \_\_\_\_\_