

Examinations Officer

Job Description

Grade: GRB - *Subject to Job Evaluation*

1. **Job Purpose**
 - 1.1 Responsibility for the administration, organisation and smooth running of public examinations
2. **Key Responsibilities**
 - 2.1 To be responsible for examination entries for external exams to the examination boards for public exams, GCSE, AS and A Level
 - 2.2 To liaise with heads of department on pupil entries
 - 2.3 Wherever possible, to make arrangements for pupils at this centre to take examinations in subjects that have been studied elsewhere. This applies particularly to examinations in community languages
 - 2.4 Where feasible, to make arrangements for candidates who are not pupils at this centre to take examinations
 - 2.5 To disseminate information about public exams to staff pupils and their parents
 - 2.6 To liaise with staff, parents, pupils and to deal with complaints and queries about public examinations
 - 2.7 To sort out examination papers as they arrive
 - 2.8 To be responsible for the daily running of public examinations including practical's and to inform the deputy head administration about arrangements that need to be made for furniture in examination rooms
 - 2.9 To liaise closely with the deputy head administration who will create the invigilation timetable and provide information about the examination timetable e.g. dates/times of examinations and the number of entrants
 - 2.10 To sort out all classes and make appropriate provision for pupils
 - 2.11 To brief pupils on examination procedures and conduct, and to produce guidelines for staff and pupils
 - 2.12 To provide relevant statistics on examination entry and examination results to the head, the governors, the LA and the DfES, etc. Including an annual report to the governors and a section in the governors' annual report to parents
 - 2.13 To be responsible for examination stationery
 - 2.14 To check DCFS statistics and examination results information before publication
 - 2.15 To complete examination entries using IT wherever possible and ensuring manual back up as appropriate
 - 2.16 To oversee the copying and distribution of results by the centre office

- 2.17 To check certificates before they are handed on to the head of sixth form
- 2.18 To retrieve costs of examination entry from absentees and arrange for remarks, reports and queries about exam results from the examination board
- 2.19 To be present on the day the centre is notified of results, or arrange for a suitable, well-briefed substitute, who is capable of producing the relevant statistics and can make arrangements for distributing results. (The substitute must be acceptable to the head)
- 2.20 To undertake analysis of examination results, both A Level and GCSE, when the centre is notified and to inform the head as soon as administratively possible
- 2.21 To liaise closely with the senior teacher for quality assurance to develop exam statistics that can be used for target setting, review and as a basis of raising achievement
- 2.22 To explore the use and benefits of computer packages to streamline the administration of examinations
- 2.23 To make arrangements for all internal examinations including timetable rooming and invigilation. To liaise closely with the deputy head administration over issues of invigilation and cover

3. **Supervision Received**

- 3.1 Supervising Officer's Job Title:
- 3.2 Level of supervision:

- 1. ~~Regularly supervised with work checked by supervisor~~
- 2. Left to work within establishment guidelines subject to scrutiny by supervisor
- 3. ~~Plan own work to ensure the meeting of defined objectives~~

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**

- 5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience		
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.

We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.