

TONBRIDGE GRAMMAR SCHOOL JOB PROFILE

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| Job Title: | Examinations Officer Years 7-11 |
| Job Holder: | TBC |
| Line Managed By: | Assistant Head Teacher |
| Salary: | TGS 6 £27,387 to £30,207 FTE (actual £15,535 to £17,135) |
| Hours | 960 Annualised hours per year, to comprise: <ul style="list-style-type: none"> - core working pattern of approximately 18 hours per week in term time over 39 weeks, rising to around 40 hours per week during exam periods - One week (24 hrs) during school closure for GCSE results preparation, dissemination and follow up (usually in the third week of August) |
| Date: | February 2023 |

Job Purpose

To ensure the efficient and accurate organisation and administration of all aspects of the School's external and internal examinations processes in Years 7-11.

To ensure all examination arrangements are fully compliant with awarding body regulatory requirements and manage the smooth running of examination sessions including deployment of examination invigilators.

Key Areas of Impact

Administration and organisation of all Public and Internal examinations:

- To ensure full compliance with exam board regulations;
- To co-ordinate the preparation and submission of entries to examining bodies, including processing estimated and final entries to boards via EDI;
- To manage the SIMS Exams Module and liaise with Subject Leaders to ensure data accuracy;
- To book exam rooms and draw up seating plans for all examinations;
- To manage exam clashes and organise supervision;
- To liaise with the Curriculum and Wellbeing teams regarding the organisation of examinations, student discipline during examinations and any issues related to student conduct relevant to examinations, including the briefing of students at assemblies, supported by key members of teaching staff;
- To be responsible for secure storage of exam papers and related paperwork;
- To advise school leaders on Special Consideration regulation and oversee applications and access arrangements for Special Considerations liaising with the SENCO, Curriculum Directors and Student Managers;
- To co-ordinate the team of invigilators, in conjunction with the Examinations Officer for IB and with the support of the Lead Invigilators, including recruitment, training, management and deployment of invigilation staff;
- To issue examinations timetables to students;
- To distribute results to students (2 days in August);
- To process exam re-marks, script requests and re-sit requests in line with school policy;

- To advise the Head Teacher and Strategy Group on awarding body regulation on appeals;
- To provide accurate relevant and timely data following the public examination cycle.

Additional School Examinations:

- To support the Curriculum Directors and Subject Leaders to ensure appropriate timetabling and invigilation arrangements are in place for the School's internal and mock examinations in Years 10 and 11;
- To organise the administration of ABRSM exams (twice a year) i.e. process the entries, draw up the timetable and organise the steward (with Subject Leader of Music);
- To work closely with the School's Data Analyst to ensure full and accurate data analysis to support school improvement;
- To review examination results and produce analyses to report to senior management (including analysis of accuracy of teacher predictions).
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Additional Administrative Duties:

- To support the Assistant Head Teacher (in other administrative duties and responsibilities commensurate with the level of responsibility of the role);

Resource Management:

- To liaise with the Head Teacher and Director of Finance in agreeing the annual budget for examinations expenditure;
- To monitor and control examinations budget expenditure including expenditure on invigilation to ensure the efficient and effective deployment of resources.

Quality Assurance:

- To be directly responsible for the day-to-day management of the team of examination invigilators;
- To quality assure the work of examination invigilators;
- To ensure invigilators and invigilation processes are fully compliant with safeguarding requirements.

Knowledge & Skills:

The Examinations Officer should demonstrate knowledge and understanding of:

- Detailed knowledge of school public and internal examinations structure and process (D)
- Principles of examinations timetable planning (D)
- High level of attention to detail and accuracy (E)
- Accurate use of English grammar, punctuation and syntax (E)
- High skill level in proof reading (E)
- Schools Information Management System (D)
- Microsoft Office components, especially Word and Excel (E)
- Health and safety issues as they relate to this particular environment (D)
- Safeguarding requirements for working with children (E)

Experience (E = essential D = desirable)

- Experience of working with young people (D)
- Previous experience in a similar role (D)

Personal Qualities:

- Ability and willingness to be flexible (E)

- Ability to work independently (E)
- Ability to use initiative and to motivate (E)
- Creative approach to problem solving (E)
- Self-confidence (E)
- Willingness to work as member of a team (E)
- Commitment to high standards (E)
- Understanding the importance of confidentiality (E)
- Commitment to the aims of Equal Opportunities (E)

Additional Notes:

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed by Post Holder.....

Signed by Head Teacher.....