Towers School and Sixth Form Centre 

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**Job Description:** Examinations Officer

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| **Pay Grade: KR7**  **(37 hrs pw , TTO +1)** |  |

**RESPONSIBLE TO:** Examinations Manager

**Purpose of the Job:**

To be responsible for the efficient and effective running of the administration of all public and Pre-Public  examinations within the school and to liaise with teachers, students, parents, invigilators and examination boards in respect of examination requirements, entries, results and communications, ensuring that the School adheres to all Awarding Bodies’ regulations

**Key Accountabilities – Strategic Aspects**

* Acquire and maintain an up-to-date knowledge of the examinations system, Examination Board regulations and any changes which occur within the examinations field
* Plan and publicise, each year, to staff, parents and students, the examinations schedule encompassing internal and public examinations.
* Liaise with Examination Boards regarding all aspects of policy relating to examination regulations, attending, when appropriate and in liaison with Line Manager, in-service training provided by Examination Boards, the QCA and other bodies
* Ensure that systems to be used for submission of examination entries and for the receipt, recording and issuing of results and certificates are working effectively and reviewed on a regular basis
* Be the School’s principal link with Examination Boards, following up queries from Subject Leaders and Heads of Subjects regarding examination-related issues, disseminating, to relevant staff, literature regarding examinations or syllabuses, sent by Examination Boards

**Administrative Aspects**

* Liaise with Heads of Faculty regarding all examination entries and the timetable by which entries must be made
* Be the principal administrator in preparing and submitting all examination entries to the relevant Boards
* Receive, check and distribute examination entry statements to students, making and submitting any amended entries to the Boards
* Manage the receipt of examination results on results days, including the main August examination results days, in liaison with the Senior Leadership Team (SLT) and Line Manager and to organise the distribution of results to students and the relevant summaries and data to the Principal, SLT and Heads of Faculty
* Receive and process requests for remarks, receipt of scripts and appeals against results, liaising, as required, with relevant colleagues regarding educational aspects of such actions
* Oversee the arrangements for special arrangements for relevant students, liaising with Examination Boards and the School’s Special Educational Needs Department
* Organise the sittings for all examinations, including internal school examinations, booking venues and publicising the examination schedule to staff and students
* Ensure Premises staff are made aware of examination room requirements/ arrangements and set up accordingly, to enable students to undertake examinations to the standards that Examination Boards require
* Ensure that all public examinations take place according to regulations published by the Examination Boards and that such regulations are publicly displayed and students duly informed
* Recruit, train and monitor external invigilators for each examination session
* Receive examination papers and other relevant materials sent by Examination Boards and keep them in a secure place; collect, log and dispatch all examination scripts, for marking
* Maintain accurate records of all examinations, including seating plans and registers
* Receive, disseminate, collect and return requests for predicted grades and other information requested by Examination Boards
* Make arrangements for students taking examinations, using laptops, or otherwise, sitting examinations outside of the normal venues
* Maintain the Examinations Office in an appropriate manner, developing clear administrative systems, ensuring examination materials, including furniture, are kept securely and in a well-maintained condition
* Liaise with relevant Sixth Form team and Welfare team regarding the organisation of examinations, student discipline during examinations and any issues related to student conduct relevant to examinations. This aspect of the role will include the briefing of students at Assemblies, supported by key members of teaching staff
* Assist, as required, with internal school examinations and other occasions when students are tested/assessed in examination conditions (e.g. Mocks/PPEs CAT Tests)

**Professional Development**

        The post holder will participate in Continued Professional Development and take responsibility for identifying their own individual training needs and demonstrate a commitment to work collaboratively to fulfil these

**Other**

This job description is not necessarily a comprehensive definition of the post but encompasses in general terms the normal duties of which the post holder will be expected to under-take. However, the job description or duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade. It will be reviewed at least once each year during your appraisal and may be subject to modification or amendment at any time after consultation with the holder of the post.

Towers School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

This post requires a criminal background check via the Disclosure Procedure.

The post holder has regular contact with staff, pupils

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**Person Specification:** Examinations Officer

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | NVQ 3 (or equivalent) in Business and/or Administration |
| **SKILLS AND ABILITIES** | Good IT Skills  Ability to prioritise and organise own workload and be able to meet deadlines  Good communication skills, both oral and written, to a range of individuals (e.g. students, parents, governors etc.)  Knowledge of school policies and procedures relating to health, safety, security and confidentiality of data and equal opportunities. |
| **EXPERIENCE** | Previous experience in a similar role would be an advantage.  Experience in using SIMs Examinations or Arbor would be desirable |