

MAPLEDSEN NOAKES SCHOOL

JOB DESCRIPTION AND PERSON SPECIFICATION – EXAMINATIONS OFFICER

Reports to: Co-Headteacher

Pay Band: MNS Range 8

Liaison with: School staff, students, parents/carers, awarding bodies, JCQ, local exams officer network, moderators/external assessors

Purpose of the Job:

The Examinations Officer is responsible for the organisation and smooth running of all internal and external examinations. Acting as the primary liaison between the school and external examination bodies, the postholder ensures compliance with JCQ and awarding body regulations before, during, and after examination periods.

Key duties and responsibilities:

Planning & Compliance

- Understand and comply with JCQ and awarding body regulations, keeping up to date with changes.
- Prepare basedata for public and internal examinations.
- Liaise with Heads of Department and/or other subject staff to ensure that the correct entries and certifications are made for all examinations.
- Register candidates for all qualifications, including vocational and non-EDI boards, by deadlines.
- Contribute to the development and review of examination-related school policies.
- Liaise with SENCO to identify pupils requiring access arrangements and ensure these are applied and implemented.
- Ensure secure receipt, checking, storage, and dispatch of examination papers and materials.
- Authorise examination fees and invoices in liaison with the finance team.

Exam Administration

- Process entries and submit to awarding bodies via EDI.
- Issue timetables and guidance to students and parents for public and internal exams.
- Ensure timetables and guidance booklets are issued to students and parents/carers in advance of the summer public examination season as required by JCQ.
- Resolve timetable clashes and make special arrangements as required.
- Receive, check and securely store all confidential examination material in compliance with JCQ regulations.
- Prepare examination rooms and ensure statutory notices, clocks, and materials are in place.
- Organise and supervise all examinations in accordance with JCQ regulations.
- Book and manage online and 'on-demand' tests, supervising as required.
- Assist staff in the timely dispatch of coursework to moderators and support them with any queries that arise.

Invigilation & Staffing

- Recruit, train, and manage a team of DBS-checked invigilators.
- Prepare invigilation timetables ensuring JCQ-compliant cover.
- Communicate regularly with invigilators and provide updates on procedures.
- Ensure invigilators are aware of students who have access arrangements in place.

Results & Data Management

- Download and securely manage results; organise results day and respond to queries.
- Assist with statistical analysis of entries and outcomes.
- Manage post-results services (e.g., reviews of marking, appeals).
- Check and receipt certificates; organise distribution or certificate events.

Communication & Liaison

- Liaise with Heads of Department and subject staff to confirm entries and deadlines.
- Keep staff informed of key dates and changes in examination procedures.
- Maintain and revise all examination policies as and when required.
- Publish relevant information and policies via parent communications and school website.
- Attend training and local network meetings to maintain up-to-date knowledge.
- Assist with general administration tasks when necessary (e.g. when summer examinations have finished).

This job description is not designed to be an exhaustive list of duties and responsibilities but represents the key areas of work. There will be additional duties and responsibilities implicit within the role. The content of this post will be reviewed in consultation with the post holder when necessary.

Signed :

Date :

Person Specification: Examinations Officer

	CRITERIA
QUALIFICATIONS	• Good level of education, including GCSE passes in English and Maths.
EXPERIENCE	• Experience in examinations administration or similar role advantageous
SKILLS AND ABILITIES	• Effective communication and interpersonal skills with both adults and students • Calm and professional manner, especially under pressure and when managing unexpected situations • Strong organisational and planning skills; ability to work under pressure and adapt to changes • Good ICT skills; experience with examination software (Bromcom) desirable • Ability to work independently and use initiative
KNOWLEDGE	• Knowledge of JCQ regulations and awarding body requirements advantageous