



**Cornwallis Academy**  
*Ambitions for All*

## **EXAMINATIONS OFFICER**

We are looking to appoint a highly motivated, extremely well organised, proactive individual to undertake this role of examinations officer at Cornwallis Academy. The successful candidate will have overall responsibility for the efficient and secure administration and delivery of the Public and Internal Examinations process. Previous experience of school examination systems would be advantageous, but is not essential.

### **The Position**

Working with the Deputy Headteacher the post of Examinations Officer is 37 hours per week, term time + INSETS and two additional weeks (the additional 2 weeks are worked in line with the examination period and results weeks). This role is a permanent position. This post offers opportunities for further development as the Academy grows so we are looking to appoint a candidate who has the interest, capability and motivation to develop this role in the future.



## **Job Description**

<b>POST:</b>	<b>Examinations Officer</b>
<b>SALARY:</b>	<b>Kent Scheme Band 8 points 24-28 (£24,717 - £28,327 full time equivalent pro rata'd to £21,865- 25,058 per annum)</b>
<b>RESPONSIBLE TO:</b>	<b>Deputy Headteacher</b>
<b>RESPONSIBLE FOR:</b>	<b>Exam Invigilators</b>
<b>WORKING PATTERN:</b>	<b>Full time, 37 hours per week, Term time + INSETS + Two weeks</b>
<b>KEY RELATIONSHIPS:</b>	<b>DHT, Data Manager, Administration Manager, Leadership Team, Heads of Subject, Teaching Staff, Students, Parents/Carers, External Examination Awarding Bodies.</b>

### **1 Job Purpose**

- To be responsible for the administration and organisation of all aspects of external examinations in accordance with the regulations laid down by the awarding bodies.
- To keep abreast of developments in your key areas, to think creatively and constructively to ensure that the job is done in the most effective and time efficient way.
- To support the DHT or member of SLT with the administration and organisation of all internal examinations throughout the year.

### **2 Key responsibilities for External and Internal Examinations**

- Liaising with all staff, including Heads of Subject regarding entries.
- Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
- Submitting entries/registrations for external examinations and courses to awarding bodies in advance of deadlines.
- Organising provision for Access Arrangements, including liaising with the SENCO regarding candidates with SEN
- Planning and writing internal exam timetables in consultation with SLT and Heads of Subject
- Managing the daily running of external and internal examinations. This will include creating seating plans, ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.
- Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.
- Organising the examination rooms, in accordance with regulations.
- Providing a centre timetable to include dates, times, venues and number of candidates.



- Resolving examination clashes in accordance with regulations.
- Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables.
- Collecting and despatching examination scripts in accordance with the regulations.
- Arranging invigilation, including briefing and training invigilators in Academy procedures.
- Liaise with teaching staff to ensure administration of non-examination assessment is conducted in a timely fashion and adheres to awarding body deadlines.
- Being present and available in the Academy on the days when results are notified, and overseeing the distribution of results to candidates.
- Checking DfE and other examination statistics before publication.
- Overseeing the checking and distribution of certificates.
- Processing enquiries about results and requests for return of scripts.
- Ensuring that costs of retakes and other charges are reimbursed by candidates/Subjects, as appropriate.
- Encouraging a positive approach and professional culture for public and internal examinations in the Academy to which all staff and students subscribe.
- Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings and keeping up to date with the latest procedures and regulations for external examinations.
- Arranging external examinations for non-curriculum subjects in liaison with Heads of Subject
- Any other reasonable duties as commensurate with the grading of the post.

### **3. Managing Staff and Finances**

- Be responsible for the management and supervision of invigilators
- Be responsible for a budget to cover cost of invigilators and expenditure for examinations
- To give estimated expenditure for examinations to SLT

### **4. Additional duties**

- Attend team meetings and staff meetings as required
- Maintain confidentiality inside and outside the workplace
- Understand and apply Academy policies
- Undertake any reasonable additional responsibilities requested at any time by the Academy leadership team
- To support with Whole Academy Administrative duties as required

This job profile is subject to review to complement the Academy's Performance Management Framework.



**Person Specification: Examination Officer**

You should demonstrate that you meet the following criteria:

**1. Education, training and qualifications**

- Evidence of good ICT, literacy and numeracy skills through an accredited qualification(s), or experience in relevant disciplines

**2. Knowledge and experience**

- Proven experience of administration requiring attention to detail
- Proven experience of adhering to organisational policies and procedures and maintaining confidentiality

**3 Essential skills and abilities**

- Excellent administrative and organisational skills, including the ability to multi-task, perform under pressure and deal with competing priorities
- Excellent communication skills, including impeccable command of spoken and written English
- Must be ICT literate and able to use the internet, e.g. consult websites, access information, download material/make entries electronically, operate the Academy's database, produce and operate spreadsheet packages, produce analyses, use email.
- High level of numeracy and literacy skills
- Be able to work in an organised and methodical way, accurately to deadlines, effectively under pressure and have sound organisational and coordination skills.
- Analytical, flexible and innovative thinker

**4. Personal qualities**

- Commitment to high educational, professional and personal standards
- Understanding the importance of maintaining confidentiality
- A flexible approach to work, including a sense of humour
- Ability to manage a complex workload, to work independently and to tight deadlines
- Commitment to equal opportunities and valuing diversity