



TUNBRIDGE WELLS GRAMMAR SCHOOL FOR BOYS

Amanda Simpson, Headteacher

Job Description: Examinations Officer

School:	Tunbridge Wells Grammar School for Boys
Grade:	Kent Range 6
Responsible to:	Deputy Headteacher

Purpose of the Job:

To be responsible for the efficient and effective running of the administration of all internal and external examinations within the school, including liaising with staff, pupils, invigilators and examination boards, adhering to national regulations and guidelines and an annual budget.

Key duties and responsibilities:

- Manage the Examination Team to maintain effective communication with Exam Board personnel, school staff, students and parents ensuring that all queries and appeals are dealt with efficiently meeting required deadlines.
- Responsible for operating cost effectively within an Examination budget. Responsible for managing budget expenditure within budget provision.
- Manage and, where required, build relationships with external Examination Boards.
- Liaise with Heads of Departments with regards to the relevant exam boards and syllabuses studied to examination level. Establish the number of entries at each tier and to process entries, predicted grades and coursework marks, and submitting entries so that Exam Boards receive correct student entries on time.
- Publish and distribute exam timetables, procedures and exam board information including the resolution of clashes.
- Prepare and distribute exam timetables for Mock examinations, including the resolution of clashes.
- Access results of external examinations and manage the integration into the school ICT system.
- Provide reports on examination results for teaching staff as required.
- Management of the conduct of all examinations ensuring that they meet with the regulations set out by the Joint Council for General Qualifications (JCGQ) covering all unitary exam bodies.

- Put in place the relevant examination policies for the school so that the examination system, rules and regulations set by the awarding bodies and JCQ are clear to all members of staff in the school.
- Recruitment and training of external invigilation.
- Collate and submit required information for controlled assessment and/or coursework as required to efficiently meet required deadlines.
- Manage the examinations team and external invigilators.
- Provide data and analysis on examination entries and results.
- Manage JCQ inspections and, in consultation with the Deputy Head, ensure that all policies and procedures are kept up-to-date.
- Liaise with the SENCO to ensure appropriate arrangements for students with access arrangements, eg rooming, seating etc
- Manage the daily running of external examinations, including ensuring the examination materials are in place for the start of the examination and collected and dispatched after the examination in accordance with the appropriate regulations.
- Prepare and organise examination materials, including managing the secure storage of examination papers.
- Attend, and host when required, the exam officer's network meetings held termly and ensure training is ongoing to update skills.
- Issue to all students taking exams an information pack with all JCQ regulations and the schools expectations of them, together with their examination timetable.
- Manage the checking and distribution of Examination results and certificates.

Individuals in this role may also undertake some or all of the following:

1. Supervise other staff involved in examinations.
2. Undertake examination invigilation.
3. Be responsible for recovery of monies from candidates or absentees.
4. Liaise with FE Colleges.

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

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification:

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• A Levels or equivalent• Minimum of a GCSE in English
EXPERIENCE	<ul style="list-style-type: none">• Significant administrative experience and a knowledge of spreadsheets• Knowledge of SIMS or a willingness to learn
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent I.T. 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.)• Ability to work as part of a team or sometimes alone
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations .• Knowledge of school policies and procedures relating to health, safety, security and confidentiality of data and equal opportunities.