



Post Title:	Examinations Officer
Job Purpose:	Responsibility for the integrity, administration, organisation and smooth running of public examinations and internal assessments.
Reporting to:	Support Staff Senior Leader
Working time:	36.5 hours, Term Time Only plus up to one week in the holidays. There is a possibility of flexible working in this role, and some work can be completed from home.
Grade:	Support Staff Grade 4 (£28,702 – £35,186 TTO)
Duties and Responsibilities:	<ul style="list-style-type: none"> • To support the Catholic ethos of the school, and to safeguard the well-being of all pupils in school. • To implement the agreed vision and aims of the school. • To set an example of personal integrity and professionalism, and ensure that all JCQ and examination board requirements are upheld both by yourself and the staff at the centre. • To follow all agreed school policies and procedures, and ensure the centre has all relevant, appropriate and up to date external examination policies. • To be responsible for examination entries for external exams to the examination boards for public exams, including but not limited to GCSE, BTECs, CNATs. • To liaise with heads of department on pupil entries, and to complete examination entries using IT wherever possible and ensuring manual back up as appropriate. • To disseminate information about public exams and assessments to staff pupils and their parents. • To liaise with staff, parents, pupils and to deal with complaints and queries about public examinations. • To sort out and securely store examination papers as they arrive. • To be responsible for the daily running of formal internal assessments and public examinations including practical examinations, and coursework submissions. • To liaise closely with the Support Staff Senior Leader to create the examination and invigilation timetable for internal assessments and external exams and provide information about the examination timetable eg dates/times of examinations and the number of entrants. • Wherever possible, to make arrangements for pupils at this centre to take examinations in subjects that have been studied elsewhere. This applies particularly to examinations in community languages. • Where feasible, to make arrangements for candidates who are not pupils at this centre to take examinations. • To make arrangements for all internal examinations/assessments including administration of rooming and invigilation, liaising with Support Staff Senior Leader and Site Team. • To recruit, train and manage a sufficient bank of Exam Invigilators to meet examination needs at all times, ensuring Safeguarding requirements are met at all times.

	<ul style="list-style-type: none"> • To brief pupils on examination procedures and conduct, and to produce guidelines for staff and pupils. • To work with the Support Staff Senior Leader to provide relevant statistics on examination entry and examination results to the head, the governors, the LEA and the DfES and any others as required. • To be responsible for examination stationery. • To oversee the copying and distribution of results. • To check certificates before they are handed out to the pupils. • To retrieve costs of examination entry from absentees and arrange for remarks, reports and queries about exam results from the examination board. • To be present on the day the centre is notified of results and work with the Data and Examinations Manager to produce the relevant statistics and make arrangements for distributing results. • To undertake weekly duties as assigned on the Duty Rota. <p>The duties and responsibilities of the post could vary from time to time as a result of new legislation, changes in technology, policies or school needs.</p>
<p>Other Specific Duties</p>	<p>Observance of the city council’s Equal Opportunities Policy will be required.</p> <p>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.</p> <ul style="list-style-type: none"> • To support the school in meeting its legal requirements for worship. • To promote actively the school’s corporate policies. • To continue personal development as agreed. • To engage actively in the performance review process. • To undertake any other reasonable duty not mentioned in the above. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>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.</p>
<p>Supervising Officer’s Job Title:</p>	<p>Support Staff Senior Leader</p>
<p>Level of Supervision:</p>	<p>Left to work within established guidelines subject to scrutiny by supervisor.</p>