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**Examinations Officer**

**Core Duties**

* Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken.
* Understand and adheres to exam regulations:-

Liaise with staff/Heads of Department re pupil examination entries.

Provide advice in relation to external examination regulations

* Disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results.
* Complete examination entries and securely store and send completed examination papers to external examination boards.
* Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements.
* Organise the school’s external invigilators, including recruitment and training as well as ensuring up-to-date information is provided to them. To maintain attendance and training records for examination invigilators, including Safeguarding requirements.
* Recruit and train scribes/readers.
* Manage arrangements for internal examinations:- Responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery.
* Make arrangements in conjunction with the SENCO for the specific needs of individuals (e.g. SEN), external entrants who are not school pupils and for school pupils to sit examinations elsewhere.
* Undertake examination invigilation.
* Responsible for the safe storage and sending of sensitive information, such as examination papers, examination certificates and maintaining records of all examinations and results. Creates information systems for the examination function.
* To co-ordinate exam certificates when they arrive into centre & arrange for them to reach students either by an event or posting etc.
* To be available on the results days in August in order to process and issue examination results to staff and students as per examination board requirements and academy policies/procedures.
* To liaise with the Vice Principal/Assistant Principal regarding exam fees and budget targets; to liaise with the Finance Officer on the payment of examination fees according to the academy’s policies.
* To take minutes/notes in meetings and circulate necessary information.
* To maintain manual and computerised records and filing systems including entries as required.
* To deal with examination correspondence promptly, as required.
* To attend relevant meetings and training sessions.
* To be flexible in busy periods, especially between November/December and May/beginning of July.
* To be available to assist the Data and Assessment Team with overflow workload, where required.

**Other Duties**

This includes:

* Actively promoting the academy’s high expectations and equal opportunities policy.
* Helping to maintain outstanding behaviour around the academy at all times by providing pastoral support for pupils, as appropriate.
* Maintaining sound procedures for security, supervision, and maintenance of the school environment, ensuring that all safeguarding/health and safety regulations are met.
* Modeling the highest standards of professional conduct, supporting and driving excellence in all practice within the academy; ensuring that Ormiston Endeavour Academy and the Ormiston Academies Trust is always presented positively within and beyond the academy.
* The post holder may be asked to carry out additional tasks which are not specified in this job description.