

# Job Description

**Post:** Examinations Officer

**Reports to:** Assistant Headteacher

**Grade:** 7

**Hours:** 37 hours per week, 42 weeks a year  
(Mon to Thu 08:00 – 16:00 & Fri 08:00 – 15:30)

*The role is mainly term time, with some additional hours outside of this, to prepare for key events such as examination periods and Year 11 results day. Hours can be further discussed as part of the interview process.*

**Safeguarding Children:** This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to DBS Barred list and Enhanced Disclosure checks

## Purpose of the Job

To be responsible for the smooth running and administration of all public and internal examinations and to liaise with teachers, students, parents and examination boards in respect of examination requirements, entries, results and communications, ensuring that the school adheres to all Awarding Bodies' regulations.

## General

- This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.
- Such duties and responsibilities may be updated from time to time to reflect any changes to school procedures. Only significant additional duties or responsibilities as required by the Headteacher / SLT will render the grade of the post liable for re-evaluation.
- Much of the work undertaken within the School/Department is of a highly confidential nature. The post holder must at all times maintain confidentiality.
- The post holder must be aware of and understand the School's Safeguarding Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.
- The post holder must be aware of and understand the School's Equality Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.
- The post holder must ensure compliance with all health and safety legislation and associated codes of practice and school policies

## Public Examinations

- Responsible for the administration, organisation and smooth running of public examinations including the secure storage and dispatch of exam papers.
- Liaise with the SENCO re access arrangements and ensure they are put in place for all exams
- Produce exam timetables for both written and practical exams, for all seasons and distribute to all staff as well as individual timetables and issue to students and parents.
- Produce the invigilation rotas ensuring all exams are adequately invigilated in line with the Joint Council for Qualifications (JCQ) regulations and that arrangements are in place for students with Access Arrangements including registering the access arrangements online by the deadlines set by the JCQ.
- Keep the information on the exam boards and syllabi up to date and published on School website.
- Advise Awarding Bodies of estimated entries for the current and the next year.
- Issue individual timetables and candidate notices. Make arrangements when exams clash, and set dates for the Oral component of GCSEs.
- Ensure HODs receive emails/paper copies of information relating to written exams and non-examined assessments procedures, e.g. changes in syllabi and/or changes in emphasis.

- Manage the exams budget, check invoices for accuracy and raise queries with Awarding Bodies as well as checking invigilator timesheets.
- Advise students and facilitate remarks and re-sits.
- Check that our results and entries on the DFE website are correct in preparation for the publication of results.
- Be present in school when exam results are released in August, in order to disseminate the information and administer the collection and distribution of exam results to Heads of Department and students.
- Collate and distribute exam certificates to students at GCSE Certificate Collection Evening and at the Award Evening.
- Ensure students in Year 9 and above have Unique Learner Numbers (ULN) in order for us to complete the census.

### **Internal Assessment and Examinations**

- Responsible for the administration, organisation and smooth running of internal examinations, including constructing the timetable
- Overseeing and reporting on instances of malpractice during written exams and when non-examined assessments are being produced.
- Annually update the exam guides (for students), the invigilators guides and all other relevant exam information. Distribute appropriately and make available on the School website.

### **Staffing**

- Interviewing, training and line managing the staff involved with exams, including checking timesheets submitted

### **References**

- To support where necessary the despatch of the Academic References for Year 11 students.
- Print a student's exams history or reference when required.

### **Promotion of school**

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- To make a positive contribution to the life of the school and exemplify the school vision and values.
- To ensure that all exam invigilators are familiar with the school vision.
- To promote, advocate and follow all school policies

### **Note:**

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

*Employees will be expected to comply with any reasonable request from the Headteacher or SLT Line Manager to undertake work of a similar level that is not specified in this job description.*