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| Examinations Officer Job Description |

##### School Vision

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| We believe a great values driven education has the power to transform futures. Every student who joins us will receive the very best education and will be prepared to take their place in the world with confidence, purpose, enthusiasm and strength of character. Our shared Christian values of Love, Co-operation, Stewardship, Respect and Service permeate all the work undertaken in college. Students are encouraged to recognise the importance of education in their own fulfilment as individuals. |

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| Employment Details | |
| Job Title: | Examinations Officer |
| Reports to (Job Title): | Assistant Principal |
| Type of Position: | Permanent, Part Time |
| Hours of work: | 28 hours per week, 43 weeks per year |
| Level and Scale Point: | F1- F6 £27,860-£32,176 FTE (Actual £20,197 - £23,326) |
| Job Purpose:  To administer internal and external examinations at the College.  This job requires the post holder to have flexible working arrangements to include additional hours over the examination period and TOIL during quieter periods. There is a requirement to work on results day and that week (which will be during the summer holidays). | |
| Main Duties / Responsibilities | |

ORGANISATION

* Liaise with appropriate staff regarding all examination entries.
* Liaise with SEN staff in relation to access arrangements, ensuring that appropriate evidence is held on file in line with JCQ inspection requirements
* Apply for and follow the necessary procedures for special considerations
* Check and submit examination entries and amendments
* Organise the daily running of examinations, ensuring seating is prepared, all materials are set out, and SEN arrangements in place, in accordance with JCQ regulations
* Ensure the invigilation arrangements are adequate: train and aid the recruitment process, and lead the team, following the JCQ regulations and expectations;
* Ensure up to date knowledge of all examination regulations
* Keep papers safe and secure until required
* Receive results when published and be onsite on results day and ensure appropriate presence in school, overseeing distribution of results to students and staff.
* Receipt, collate and distribute examination board certificates, including checking and distributing at any award ceremonies
* Deal with post results queries and enquiries including requests for remarks
* Assist with Awards Evening;
* Liaise with all relevant staff in the administration of internal tests
* Respond to specific requests for exams from members of the leadership team
* Update and distribute exam calendar and deadlines regularly and provide examination information for the college communications administrator
* Respond to the unplanned demands of a busy workplace as required
* Provide cover for lunch breaks and duties as required
* Provide advice and guidance to staff, students, parents/carers and others on examinations
* Maintain the necessary degree of confidentiality at all times

ADMINISTRATION

* Undertake administrative tasks as directed by your line manager
* Prepare Examinations budget for approval by CLT
* Monitor and control devolved Examination budget
* Complete and submit complex forms, returns and all examinations related administration

MANAGEMENT

* Line manage direct reports (including Exam Invigilators) ensuring the effective and efficient operation of the department and that each individual is effectively deployed
* Hold regular team meetings with direct reports in order to address any issues arising and to bring these to an acceptable conclusion wherever possible
* Be responsible for the performance management and professional development of direct reports
* Be responsible for the recruitment and induction of new staff to the department

RESOURCES

* Operate relevant equipment/ICT packages/information systems (e.g. Google Apps, MS Office, Arbor MIS and bespoke exam board portals)
* Use administration supplies resourcefully

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**Person specification**

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|  | Essential | Desirable |
| **Qualifications and training** | * At least five A\*-C/9-5 GCSEs, including English and Maths. | * A-Levels or Degree |
| **Experience** | * Excellent track record of attendance. * Experience of undertaking examination and assessment arrangements. | * Previous experience of working in a secondary school |
| **Knowledge and skills** | * Excellent attention to detail * Ability to work systematically, self-organise and manage others * Knowledge of child protection and health and safety procedures * Knowledge of JCQ guidelines and procedures and access arrangements * Excellent written and verbal communication skills. * Ability to work without supervision. * Understanding and knowledge of procedures and legislation related to confidentiality |  |
| **Personal qualities** | * Ability and willingness to undertake training and professional development * Resilience, determination and enthusiasm * High expectations of self and students * A desire to keep skills and knowledge up to date. * Commitment to safeguarding and child protection. | * A desire for professional development. * A willingness to contribute to the extracurricular life of the school. |

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

**Safeguarding Statement**: The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.