



Job Description

Post:	Examinations Officer
Responsible to:	Data Manager
Salary scale:	PO1 (£36,298 - £38,547 pro rata term time plus 2 weeks)
Location:	Forest Gate Community School

Equal Opportunities

The trust has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Purpose of Job

The post holder will manage and deliver an effective examinations provision to the whole school. To support the data processing function. This post is term time only plus one week during summer break to incorporate GCSE results day.

Duties and Responsibilities

- To manage all public and internal examinations throughout the school year, providing an effective and efficient service to staff and students
- To liaise with Department Heads with regard to the relevant examination boards and syllabuses studied to examination level
- To establish the number of entries at each tier and to process entries and predicted grades, providing predicted grade check sheets for Year 11 students
- To process all entries for examinations taken throughout the year
- To be responsible for the electronic transmission of entries and predicted grades to exam boards, and the subsequent checking thereof
- To liaise with the Heads of Department and SENCO with regard to Special Examination Arrangements
- To provide timetables and invigilation timetables in advance of examination sessions, including mock exams and end of year exams for Year 10, as well as all public exam sessions

- To provide and present relevant exam information (e.g. predicted grades and entries, results and coursework deadlines) to students and parents, including the organisation of results day and their own attendance at school on results day
- To work efficiently on any queries, re-mark requests and missing marks following results day, including assisting students in clarification of grades and making contact with exam boards and colleges as necessary
- To provide analysis of examination results and to present this information to the LEA, the Governors and teaching staff
- To be responsible for the security of exam and test papers and to ensure the safe and efficient despatch of scripts and other materials to the examination boards, examiners and moderators
- To plan and monitor expenditure from the exams budget and report accordingly
- To organise exams invigilation including the sourcing of external invigilators where appropriate

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Headteacher.

This job description describes the way the post holder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.

Person Specification

	Criteria	Essential	Desirable
1.	Educated to a good academic level and have a high standard of numeracy and literacy.	✓	
2.	Evidence of managing complex tasks including planning, coordinating, organising and implementing change.	✓	
3.	Able to demonstrate a high degree of initiative, self-motivation and drive. Working to agreed deadlines with minimal supervision.	✓	
4.	Experience in and/or a commitment to working with young people		✓
5.	High level of interpersonal, communication and customer service skills.	✓	
6.	Understanding of the requirement to exercise discretion and maintain confidentiality at all times.	✓	
7.	Must have experience of working as part of a team.	✓	
8.	Computer literate. High degree of competence in the use of MS Office suite of applications or equivalent.	✓	
9.	Highly developed keyboard skills	✓	
10.	Knowledge of SIMS		✓
11.	Must be willing to work flexibly – according to the needs of the school	✓	
12.	Ability to take minutes which are accurate, clear and concise.	✓	