

PENRYN COLLEGE

JOB DESCRIPTION

Job Title	Examinations Officer
Grade:	G £21,789 - £27,117 pro rata (Actual salary £19,635) This role is pending a regrade so the starting salary is likely to become £22,501
Hours:	37 hours a week, term-time only plus inset and 12 days. To be worked flexibly throughout the year to meet the needs of the exams schedule.
Responsible to:	Curriculum Manager
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	Exams Assistant; Examination Invigilators
Important Functional Relationships:	Headteacher, Assistant Headteacher – Exams, Senior Leadership Team, Heads of Departments, Teachers, Support Staff, Teaching Assistants, Students, Examination Boards, Parents/Carers, Local Examination Officers Group

Main Purpose of the Job:

To manage and organise all aspects of external and internal examinations, in accordance with the regulations laid down by the awarding bodies and Joint Council for Qualifications (JCQ). Responsible for encouraging a positive examination culture in the school to which SLT, HODs, teachers and students adhere to. Provide SLT and HODs with knowledge and support in all aspects of the examination processes, to include supporting and co-ordinating professional development in the administration of exams for all staff and exam invigilators.

To take the lead role in the organisation and administration of exam data/entry collection and analysis. To provide administrative support and expertise in all aspects of exam provision, data collection and reporting to parents relating to exams. To ensure that exam administration is fully compliant with the requirements of official awarding bodies and the JCQ. To manage, train and organise staff to ensure Access Arrangement students have their needs met during exams.

Main Duties and Responsibilities:

1. Process entries for internal and external exams. Provide all training and administrative support for the smooth and effective running and organisation of both internal and external exams including liaison with SLT, Head of Departments, teachers, exams team, invigilators, students and parents.
2. To be responsible for processing entries to examination boards, ensuring all the necessary related information is provided. To ensure examination entries are submitted in accordance with the timescales provided by the examination boards and take responsibility for the importing and exporting of exam entry data. To chase outstanding information where necessary.
3. To provide advice and knowledge on new and existing syllabuses, tests, modules and coursework requirements, where necessary, and ensure teachers are made aware of the examination and testing requirements as specified by the examination boards.

4. To liaise with teaching staff and to be responsible for ensuring students are correctly registered at the appropriate times with regard to forthcoming examinations.
5. To co-ordinate and liaise with Headteacher, SLT, Heads of Department within the area of examinations administration. To be responsible for ensuring such staff are fully aware of the recognised regulations, processes and timescales set by the examinations board with regard to administration and co-ordination of examinations.
6. Responsible for ensuring the exams team are provided with relevant and up to date information of JCQ and Exam Board's rules, regulations and procedures for administering Access Arrangements and providing appropriate and agreed requirements for exams.
7. To ensure an up to date knowledge and understanding of strict rules and regulations as stated by JCQ and individual exam boards, relating to the administration and running of both Internal and External examinations, including malpractice. Adhere to, and implement as required.
8. Responsible for implementing appropriate measures for the centre to comply with and pass the JCQ annual inspection.
9. Manage the collection and dissemination of coursework / NEA marks to the examinations boards.
10. To brief invigilators prior to examinations and ensure they remain fully aware of and adhere to the rules and regulations associated with the examinations as set by the examinations boards.
11. Set up, manage and arrange seating plans for exams, maintain accurate registers and ensure the administration for collection and return of papers to awarding bodies is effective.
12. To be responsible for the preparation and organisation of examination rooms ensuring specific provision and arrangements are in place for candidates with special educational needs, by co-ordinating with the SENCO and teachers.
13. Receive, store in safe custody and provide exam papers for all exams: internal and external. To be responsible for the organisation and security of examination papers.
14. Provide administrative skills, advice and expertise for the collection and return of controlled assessment /NEA marks to awarding bodies.
15. Ensure exam policies are regularly updated and reviewed and meet the requirements of awarding bodies. Ensure school policies are consistent with awarding body requirements.
16. To support the Curriculum Manager with the management and recruitment of Invigilators, and to deliver full training on regulations and school procedures. To deliver invigilation training for new staff and refresher training for existing staff. Ensuring Senior Invigilators are fully up to date with regulations and scripts to disseminate the correct information to their teams and to pupils.
17. To manage the exam timetable and invigilation programme for internal and external examinations, including co-ordinating, training and liaising with invigilators and correspondence with examination boards. To ensure all regulations regarding invigilation are adhered to.
18. Responsible for the processing and distribution of examination results. Manage any appeals and provide post-exam advice, support and administration. To include supporting the Assistant Headteacher with downloading results and organising distribution of results to students. Responsible for accurate records of certificate collection and organise certificates for Presentation Evening.
19. Provide support in preparing results for analysis through the use of appropriate data analysis and management software.

20. Provide advice and administrative support to the SENCO with access arrangements. To administer, supervise and manage student Access Arrangements and Special Considerations. To liaise with the SENCO to ensure the required evidence is provided.
21. Lead communication with staff, parents and students regarding all aspects of exam provision, to ensure requirements including awarding body regulations are well understood by all involved.
22. Contribute to the evaluation of the effectiveness of school exam systems by regularly reviewing practice and by keeping up to date with national developments and best practice.
23. Liaise with and advise the Headteacher, SLT and Parent/Carers of any incidents of malpractice, and deal with as appropriate. Disseminating information, answering enquiries and dealing with complaints regarding external and internal examinations with staff, students and parents/carers.
24. To maintain and update all manual and computerised administration systems relating to examinations data.
25. To liaise and correspond with external examination bodies as appropriate. To disseminate information from examination boards to Heads of Departments.
26. To monitor the expenditure for examinations and supporting the Curriculum Manager in tracking the budget for examinations, offering solutions to cost reductions. Liaise with the Curriculum Manager to ensure the invigilators budget is not overspent, tracking expenditure and making recommendations for improvements annually.
27. On completion of exam season, conduct a thorough evaluation of procedures and make recommendations for changes in processes, efficiency and cost savings in future years.
28. To administer and process EARs and other Post Results Services and requests.
29. To manage the archiving of examination certificates.
30. To maintain confidentiality of information acquired in the course of undertaking duties for the school.
31. To maintain at all times the utmost confidentiality with regard to all pupils information, financial reports, records, personal data relating to staff and other information of a sensitive or confidential nature.
32. To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
33. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection and GDPR).
34. To undertake other duties appropriate to the grading of the post as required.
35. To be responsible for your own continuing self-development, undertaking training as appropriate.
36. To manage own workload to allow an appropriate work-life balance.
37. To assist and advise other departments as required.

PERSON SPECIFICATION

Job Title: Examinations Officer

Person Specification prepared by: Curriculum Manager

Date prepared: July 2021

Attributes	Essential	Desirable	How Identified
Relevant Experience	<p>Significant years of experience of working with children and young people.</p> <p>Have good experience of working in an administrative environment using ICT databases and data analysis.</p> <p>Good people management skills.</p>	<p>Experience of administrative work in a school/college environment.</p> <p>Experience of school data & information systems.</p>	Application Form / Interview
Education and Training	<p>Attainment of 'A' level qualifications or equivalent (as an alternative to qualifications, be able to demonstrate equivalent skills through work experience).</p> <p>Attainment of GCSE's in Maths and English.</p>		Application Form
Special Knowledge and Skills	<p>Knowledge of examination administration, processes and regulations.</p> <p>Excellent Office Administration systems including Outlook, Word and Excel.</p> <p>Excellent organisational and planning skills.</p> <p>Excellent interpersonal and communication skills with a range of stakeholders.</p>	<p>Knowledge of electronic display and presentation formats.</p> <p>Knowledge of SIMS.net and the SIMS Examinations Module.</p>	Application form / interview Excel / Word processing test.
Any additional factors	<p>Professional, tactful & sensitive.</p> <p>Discreet and confidential.</p> <p>Ability to work under pressure.</p> <p>Ability to work flexibly during the year to work longer days during exam seasons as demanded by the role.</p> <p>Ability to work on own initiative and within a team.</p> <p>Excellent time management.</p> <p>Enjoys working with young people.</p> <p>Displays an awareness, understanding and</p>		

	commitment to the protection and safeguarding of children and young people.		
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