

## FRED LONGWORTH HIGH SCHOOL

### JOB DESCRIPTION

**We are seeking to appoint either an experienced exams officer or a high level administrator with the potential to be trained and developed into the role.**

<b>Post Title:</b>	Examinations Officer
<b>Purpose:</b>	<p>To administer and organize all aspects of external and internal exams.</p> <p>To support the Head of centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.</p>
<b>Reporting To:</b>	SLT
<b>Working Time:</b>	37 hours per week, term time plus 2 weeks and some evening work
<b>Salary/Wage Grade:</b>	<p>A fully experienced exams officer would expect to be on a salary Grade 5 – Grade 6. £20,092 to £25,991 (approx. £17,305 to £22,386 pro rata)</p> <p>The grade and salary will be determined by the experience of the appointed candidate</p>
<b>Disclosure Level:</b>	Enhanced
<b>Scope:</b>	<p>Information given on this job description is meant to provide both postholder and manager with an understanding and appreciation of the scope of the particular job and its role.</p> <p>It outlines main duties and responsibilities under broad headings only. It is not possible, nor desirable, to specify every item in detail. Specific responsibilities and duties may be varied in response to service needs, provided these fall within the broad scope of the post.</p>

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Planning and organisation of examinations**

- Responsibility for the administration and organisation of both public and internal examinations for the school and for the management and maintenance of associated school examination data.
- Liaise with heads of subject in finalising student entries, ensuring timely return of disseminated paperwork.
- Responsible for the submission of examination registrations, entries, forecast grades and coursework marks for external exams to the Awarding Bodies for all public exams.
- To ensure there is a full complement of trained exam invigilators and to manage the work of other staff who are deployed during the exam season.
- Arrange for all internal and external examinations and assessments, including rooming, timetabling, deployment & management of invigilators and dissemination of information to staff, students and parents within JCQ guidelines and school policy, liaising with other staff as necessary.
- Contribute to the creation/review/update of exam-related policies as required by the regulations and accurately reflecting working practices in the centre.
- Remedy any exam clashes and make appropriate provisions for students within JCQ guidelines.
- Receive, check, sort and secure external examination papers as they arrive and be responsible for examination stationery in line with JCQ regulations.
- Check, pack and arrange the despatch of all external examination papers by relevant authorised means.

- To liaise with the Finance Department as required.

### **Running of examinations**

- Inform the relevant staff about arrangements that need to be made for furniture set up in the sports hall, the gym and/or other examination rooms.
- Ensure exams are conducted to the standards required by the JCQ .
- Be responsible for the daily running of public examinations including seating plans, candidate numbers and also organising all requirements of any practical exams.
- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules.
- Brief students on examination systems, procedures, and conduct.
- To produce guidelines, including exam session conduct guidelines to all students and staff.
- To collate and distribute statements of entry to students and exam timetables.
- Collaborate with the Learning Support Department in making appropriate access arrangements for students with special educational needs; ensuring provision for students with access arrangements and special consideration requests are implemented.
- Monitor exam attendance and take appropriate action in liaison with the Head of Year / SLT.
- Arrange re-marks, reports and enquiries about exam results with the examination board; to manage access to script requests and to ensure information on all these services is available to staff and students.
- Actively support the Head of Centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit.

### **Post Examinations**

- Provide relevant statistics on examination entry and examination results to the Senior Leadership Team (especially on the day of restricted release of results) and to other colleagues as required.
- To ensure release of exam results, deal with queries and requests for re-marks.
- To manage the distribution of exam certificates.
- To analyse and provide exam data as required.

### **Other**

Undertake training, updates or review sessions as required.

Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Head of centre/SLT responsible for examinations, for example:

- the preparation for and conduct of internal examinations under external examination conditions
- other exams-related administrative tasks

To assist with other non exam-related general office routines on a day to day basis and periodic project work ensuring effective customer care.

### **Staff development**

- To take part in the School's staff development programme by participating in arrangements for further training and professional development.
- To continue professional development in the relevant areas including use of new technology.
- To participate in the Staff Professional Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the School.

<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To help to implement School quality procedures and to adhere to these.</li> <li>• To contribute to the process of monitoring and evaluation of administration in line with agreed School procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> </ul>
<b>Management Information and Administration:</b>	<ul style="list-style-type: none"> <li>• To develop and maintain recording systems.</li> <li>• To provide relevant management information as and when required.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To maintain effective links throughout the School.</li> <li>• To communicate and consult with other staff and students.</li> <li>• To promote a positive service to both staff and students.</li> <li>• To communicate and co-operate with internal/external individuals and bodies as appropriate.</li> <li>• To follow agreed policies for communications within the School.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To contribute to the development of effective relevant links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To contribute with other staff to ensure a sharing and effective use of resources to the benefit of the School and its students.</li> <li>• To advise management of resource needs as and when appropriate.</li> </ul>
<p><b>Other Specific Duties</b></p> <p>Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.</p> <p>Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>All staff at Fred Longworth High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal. In particular, we expect all staff to be committed to aim of Belonging, Engaging, Succeeding Together and to play an active part in our initiative.</p> <p><b>This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title.</b></p>	

December 2021

## Person Specification – Examinations Officer

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of short listing and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Previous proven experience of working in an educational setting	<b>E</b>	
Experience of using various IT packages i.e. Word/Excel/PowerPoint	<b>E</b>	
Experience of undertaking a range of administration tasks/basic data analysis	<b>E</b>	
Experience of using internet, sending/receiving email	<b>E</b>	
Experience of using SIMS or other management information systems		<b>D</b>
Extensive experience of the exams cycle within a secondary setting		<b>D</b>
Experience of dealing with private sector organisations		<b>D</b>
Previous experience of working with children of a relevant age		<b>D</b>

<b>Training &amp; Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
5 X GCSE's including English & Maths or equivalent level of qualification	<b>E</b>	
Willingness and ability to obtain and/or enhance qualification and training for development in the post	<b>E</b>	
Recent and relevant training in the exams officer role		<b>D</b>

<b>Skills, Knowledge &amp; Understanding</b>	<b>Essential</b>	<b>Desirable</b>
Working knowledge of IT packages used for the preparation and presentation of statistical and financial data and high levels of ICT skills	<b>E</b>	
Awareness of GDPR and confidentiality	<b>E</b>	
Excellent written and oral communication skills to deal with internal and external people at all levels	<b>E</b>	
Ability to use initiative to respond to and resolve problems	<b>E</b>	
Ability to prioritise and successfully complete a range of tasks, targets and deadlines	<b>E</b>	
Ability to maintain high standards under pressure	<b>E</b>	
Creative approach to problem solving	<b>E</b>	
Ability to deal with enquiries in a professional and sensitive manner	<b>E</b>	
Working knowledge of school administration procedures		<b>D</b>

<b>Personal Qualities &amp; Competencies</b>	<b>Essential</b>	<b>Desirable</b>
Adaptable and flexible	<b>E</b>	
Ability to relate well to young people	<b>E</b>	
Methodical approach to tasks with a keen eye for detail	<b>E</b>	
Flexible approach to work and ability to work unsupervised	<b>E</b>	
Enthusiasm for the work and commitment to complete demanding tasks	<b>E</b>	
Commitment to the safeguarding and welfare of all students	<b>E</b>	

<b>Legal Issues</b>	<b>Essential</b>	<b>Desirable</b>
Legally entitled to work in the UK	<b>E</b>	