

Exams Officer (KS3 & KS4) - Job Description

Salary	Grade H, points 18-23
Location	St. Aidan's CE High School
Contractual basis	Permanent, NJC Support Staff pay and conditions
Responsible to	Headteacher, under the day-to-day management and leadership of a member of the Senior Leadership Team.
Responsible for	A team of Relief Exam Invigilators (in conjunction with the KS5 Exams Officer)

Overall Purpose of the Job

The key responsibilities of the examinations officer will be for the administration, organisation and smooth running of public and internal examinations for Years 7 to 11.

Areas of Accountability

- Oversee all arrangements for all public examination entries for Years 7 to 11.
- Co-ordinate the preparation and submission of entries to examining bodies.
- Ensure all examination papers and stationery are delivered safely to the school, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately.
- Co-ordinate the team of invigilators, including recruitment, training and management of invigilation staff.
- Make appropriate timetabling and room arrangements ensuring proper examination invigilation of the examinations is put in place.
- Ensure that pupils are given all the necessary relevant information about examination entries, the dates and times of the examinations, conduct during examinations and the collection of results and certificates and that this information is given in good time.
- Ensure that all necessary stationery and materials and other requirements are provided for examinations.
- Initiate appropriate correspondence with and responding appropriately to correspondence from the various examination boards the school deals with.

- Deal with issues relating to appeals, remarking and other administrative issues such as pupils who miss examinations through illness or who require special consideration.
- Deal with enquiries from parents and students, including former students.
- Receive examination results and certificates and making arrangements for their issue.
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies.
- Organise appropriate arrangements for the support of candidates with special examination requirements in conjunction with the Head of Learning Support.
- Work in liaison with the nominated member of the Senior Leadership Team and School Data Co-ordinator to provide information related to public examinations so that effective examination analysis can take place immediately after results have been received and processed.
- Oversee arrangements for all standardised ability testing in Y7 and Y9
- Liaise with Heads of Year and Faculty Directors to ensure appropriate timetabling and invigilation arrangements are in place for the school's internal examinations from Y7 to Y11.
- Undertake other administrative duties within the Main Office as needed.
- Undertake any other duties reasonably requested to ensure the safeguarding of all students in school

Specific Responsibilities of Exams Officer (KS3 & KS4)

Knowledge and Understanding

- The ability to communicate face to face, via email and in writing to students, parents and colleagues
- Excellent organisational skills
- Good IT and administrative skills, including a good working knowledge of Microsoft Office. Some knowledge of the Arbor MIS system would be advantageous.
- Ability to work under pressure and as part of a team when appropriate.
- Work closely with the Exams Officer for KS5 through support and sharing good practice

Other specific duties

- Liaising with heads of department, invigilators, teachers and students
- Liaise with exam boards and with JCQ to ensure all compliance around exams is up to date and completed
- Issuing students with their exam timetables
- Drawing up examination timetables
- Preparing, organising and supervising these examinations in accordance with the regulations laid down by all the examination boards
- Supplying all the necessary stationery and materials related to the smooth running of the examination system
- Dealing with certification issues

- Attending result days (during School holidays), distributing documentation to staff and dealing with queries, where appropriate, from students, staff and parents
- Coordinate the process for remarks and queries in liaison with the Heads of subject, Directors of Learning, and the senior leadership team
- Checking all examination fees and charges from each examination board

This job description forms part of the contract of employment on appointment. It will be subject to review and may be amended at any time after consultation, and with the agreement of the postholder.

[September 2024]