

Job Description:

Job Title	Examinations/Timetetable Officer
Grade	Scale 7
Reports to	SLT member responsible for examinations
Liaison with	Heas of Department
Job Purpose	<ul style="list-style-type: none"> ● Administration and organisation of all aspects of External Examinations ● Administration for Internal Examinations ● Administration of time-table ● Administration of cover in Cover Administrators absence
Duties	<ul style="list-style-type: none"> ● Collect departmental requirements for internal examinations for all Years, including Mock GCSEs and other internal exams ● Construct and distribute internal examinations timetables – venues and timing ● Produce letters to parents regarding examinations ● To liaise with Heads of Department, Head of House and SEN Department to oversee students’ entry exit and conduct during internal examinations ● To liaise with the Cover Administrator for invigilation for internal examinations ● To liaise with the IT Dept & SEN Dept to ensure all access arrangements are in place. ● Organise and arrange invigilators for the internal exams
Internal Exams Public Exams Key Stage 4	
	<ul style="list-style-type: none"> ● Collect and send estimated entries to the Boards (between June and October) ● Order syllabuses, past papers and support material ● Distribute and disseminate communication from Examination Boards – regulations, INSET materials, syllabus availability, fees, provisional and final timetables etc ● Special Arrangements and Special Considerations – collect recommendations from staff and make application to the Boards ● Examination entries – ensure correct syllabus, tier, modules are entered using CMIS Examination Modules and Electronic Data Interface (EDI) ● Estimated grades – collate and record in Examination Module for analysis ● Set deadlines for examination tier movements and send Entry Amendment files to the Boards using EDI ● Board Coursework and TEMS forms – distribute to staff and return to Board/Moderator by due date

	<ul style="list-style-type: none">● Compilation of coursework deadlines and contact with moderators● Arrange moderators'/JCQ visits, as necessary● Board Estimate Grade forms – distribute to staff and return to by due date● Construct master examination timetable – allocate rooms and seating● Liaise with Premise Management Team – layout and setting up of examination venue● Examination Clash control – make application to Board to resolve examination clashes – ensure students affected know procedure● Arrange supervision of students affected by clash of examinations● Print and distribute individual student timetables, Board Statement of Entry and individual Warning to Candidates Notice● Examination letters to parents● Ensuring security of examination papers● Examination stationery control● Construct examination packages – papers, correct stationery, examiners' addresses and packaging materials, candidate numbers● To liaise with Directors of Key Stage and Heads of Year to oversee students' entry, exit and conduct during internal examinations● To organise with Heads of Department, Head of House and SEN Department the starting of examinations● Ensuring invigilation rules and procedures adhered to, correct notices displayed● Completion of examination registers● Despatch of exam papers and registers to examiners● Downloading results using EDI● Printing individual student results and distribution of Board Results Slips● Sending off requests for re-marks and examiners reports● Dissemination of results to Senior Leadership Team, Heads of Department, Head of House and SEN Department and Governors as requested● Checking certificates● Responsible for the arrangement of sufficient invigilators to cover examination● Organise and arrange invigilators for external examinations● Oversee problems● Submit and record invigilators timesheets
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Invigilators	<ul style="list-style-type: none"> ● Lead training for any access arrangements with the SEN Dept ● Produce and keep updated the invigilators handbook & schools exam webpage ● Lead training for invigilators as and when required
Timetabling	<ul style="list-style-type: none"> ● Provide administrative support for senior leader responsible for timetabling. ● Assist with building the timetable in Nova-T and transferring information to SIMS. ● Place students into teaching sets on SIMS. ● Add new students as and when they join.
General	<ul style="list-style-type: none"> ● To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. ● To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace ● Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy ● The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment ● The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/s to carry out appropriate duties within the context of the job, skills and grade

PERSON SPECIFICATION EXAMS OFFICER BAND 3

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Educated to NVQ Level 3 or equivalent Experience in School Exams and timetabling Completion of DCSF Induction programme Experience of working with children
	Knowledge of relevant policies and procedures	Knowledge of School Internal and External Examination Processes School to enter other relevant policies and or procedures
	Literacy	Excellent Reading and Writing Skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to uses equipment e.g. photocopier, specialist equipment e.g. CMIS Examination Modules and EDI Electronic Data Interface
Communication	Written	Form filling, letter writing, reporting exams, Examination timetabling
	Verbal	Listening Skills Ability to exchange routine verbal information clearly with children and adults Ability to express own views and opinions
	Negotiating	Ability to consult effectively with children and adults Ability to motivate/encourage/empower children/adults
Working with Children	Behaviour Management	Understanding and implementation of school behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum/School organisation Child Development and Health and Well Being	Understanding of exams boards and exams procedure, timetabling etc. Understanding of the way in which children develop and the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to forge networks/links, internal and external partners.
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults using appropriate communication styles Ability to build open and honest relationships
	Team work	Work effectively as part of a team Ability to work independently Know when and how to seek support Knowledge of own position within a team environment and the boundaries which apply
	Information	Ability to record and report observations in an appropriate manner Ability to distinguish between option and fact

Responsibilities	Organisational skills	Ability to be proactive and initiate action Ability to work in an organised manner under tight deadlines/timescales
	Line Management	Supervise Exam Invigilators
	Time Management	Ability to manage own time
General	Equalities	Demonstrate commitment to treating all people fairly
	Health & Safety	Appliance with Schools Health and Safety policies
	Child Protection	Understand what is meant by safeguarding and the different way in which children can be harmed Understand and comply with children protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality