

Name		<h1>St Bernard's High School</h1> <h2>Job Description</h2>
Post No.		
Date drafted	Feb 2022	
Date reviewed		
		<p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at St Bernard's High School</p> <p>It is not intended to be a comprehensive listing of every task that an STB employee might be called upon to undertake.</p> <p>Neither is it a legal document, although it may be referred to in Contracts of Employment.</p>
<h3>MANAGEMENT DETAILS</h3>		
Job Title		Exams Officer
Location/work base		
Grade		Point 10-14
Reporting to:		Headteacher
Line Manager		Deputy Head - Standards
Posts directly supervised:		Invigilators
Staff or contractors indirectly supervised		HoDs, HoYs
<h3>THE MAIN PURPOSE OF THE JOB</h3> <p>Purpose: The examinations officer is responsible for the organisation and smooth running of both internal and external examinations. The officer acts as the primary liaison between the school and external examination bodies. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ) and will ensure that the school is compliant with these before, during, and after examination periods.</p> <p>Targets: To be agreed upon appointment and updated as part of annual cycle of Appraisal and review.</p>		

Key Areas of Responsibility:

- Exams and all related communication with exam boards, HoDs and Head of Centre including Appeals (preparation of paperwork to submit to appeal manager)
- Support for AHT Curriculum
- Coordination of invigilators
- 11+ process from list of students to the exam timetable and communication to offer day and subsequent queries
- 11+ (set up registration and support with arranging timings of day, etc.)
- T&L admin
- Reception support

Planning and organisation

- Understand the regulations and requirements of all examinations held by the school, both internal and external
- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these
- Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials
- Contribute to development and review of examination-related school policies
- Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils
- Manage registration of candidates for all examinations
- Work with the finance team to ensure all examination fees are paid, as necessary
- Support AHT Curriculum, Timetable and Options with any relevant information needed particularly as regards courses and entries processes

Exam management

- Recruit, train and manage invigilators as required
- Manage 11+ process from list of students sitting the exam to the timetable and communication to offer day and subsequent queries
- Ensure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ
- Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing
- Ensure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures
- Carry out necessary administrative tasks related to the organisation of examination sessions
- Support the SENCO to implement access arrangements and reasonable adjustments as required
- Manage arrangements for the safe and secure storage and dispatch of completed examination papers
- Manage any unexpected issues or emergencies that arise during an examination session
- Submit reports to examining bodies, as required

Results and data management

- Make arrangements for sharing results with students (e.g. results' day)
- Ensure results are received by the school in a secure and confidential way
- Be familiar with data analysis reports and tools, and be able to share results data with stakeholders as appropriate
- Arrange receipt and distribution of examination certificates to candidates
- Manage retention of results, including certificates, for the school's records
- Exam certificate collation and collection process

Training and development

- Undertake training as appropriate for the role
- Be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate

General

The Exams Officer is required to:

- Encourage and support the provision of a Catholic holistic education for all students
- Promote the ethos of St Bernard's High School
- Undertake such duties as their line manager may determine as reasonably falling within the role of
- Undertake whole school duties as may be reasonably determined by the Headteacher.