



## JOB DESCRIPTION

### EXAMS OFFICER

Pro Rata Full time – 37 hours per week  
Scale 9 pt.21 Term Time plus 5 days during August  
Permanent contact

### RESPONSIBLE FOR

1. Administration and organisation of all aspects of Internal & External Examinations.
2. Administration of exam results to students and staff on A Levels results and GCSE Results days (5 days in August per year)
3. Oversee the day to day duties and delegation of the Exams/Admin Assistant
4. Supporting the office manager with Administration and cover of the student reception and medical room, when examination and assessment duties allow

### PURPOSE OF THE JOB

- Organisation of all external and internal examinations
- Entering all students for required internal and external examinations
- Collating all examination results and materials for students and staff
- Liaising with the Joint Council for General Qualifications (JCQ) and all exam boards in respect of all school examination information for the whole external examination cycle.

### DUTIES

- To provide administrative and clerical support to the Deputy Headteacher in charge of School assessment.
- To provide administrative and clerical support to all the school leaders in regard to internal and external examinations.
- To provide administrative and clerical support to the main school office when examination duties allow

### PARTICULAR DUTIES

Under the overall direction of the Headteacher

### KEY FUNCTIONS

To provide the following services:

- To support the Deputy Head teacher with Examination data and reports
- To provide administrative and clerical support to all school leaders in regard to internal and external assessments and exams.
- To support pupils, staff and parents with information resulting from Examinations
- To support the main office staff with clerical and administration when examination and assessment duties allow.

## **SPECIFIC RESPONSIBILITIES**

***The main responsibilities for the post are to:***

- Liaising with Team Leaders with regards to syllabus information and making entries for all qualifications. Entering students for all examinations into Arbor and sending entries to Exam Boards by Electronic Data Interchange
- Collating and distributing all statements of entry and Exam timetables to students.
- Preparing for Examinations, ie Checking examination papers and stationery are correct, preparing seating plans, candidate numbers and desk labels and overseeing the setting up of rooms.
- Ensuring all JCQ Inspection requirements are met before examination series begins, ready for a possible unannounced visit.
- Preparing Examination and Invigilation Timetables. Resolving all timetable clashes and extra supervision. Liaising with Team Leaders, including the SENDCo, to ensure all Access Arrangements candidates are catered for.
- Employing External Invigilators and liaising with both internal and external invigilators, ensuring that they are fully aware of exam procedures and provide annual training updates as per JCQ guidelines.
- Submitting Access Arrangements online via the Centre Admin Portal (CAP) by the deadline.
- Checking and packaging of exam papers/registers and coursework, to send to Exam Boards.
- Preparing for Result Days, including personalised envelopes and post-results consent forms, ready for students approval.
- Ensuring satisfactory release of exam results and checking all grades have been received. Organising the distribution of results to students.
- Liaising with relevant Team Leaders in order to make entries for the external end of Key Stage GL Progress Tests.
- Liaising with Team Leaders to coordinate arrangements for internal examinations, including a timetable, according to the school exams calendar.
- Arranging preparation of Internal (Mock) examination results and distribution to students & parents.
- Carry out other tasks as reasonably requested by the Headteacher.

Signed: \_\_\_\_\_(Headteacher)      Date: \_\_/\_\_/\_\_

I acknowledge that I have seen and received a copy of the job description.

Signed: \_\_\_\_\_(Staff)                      Date: \_\_/\_\_/\_\_