

ASSISTANT EXAMINATIONS OFFICER – CROSS PHASE



Chair of Governors: Mr R Scott

Principal: Mr G Gibson



Signed:- _____ **Date:** _____

ASSISTANT EXAMINATIONS OFFICER

JOB PURPOSE

To assist the Examinations Officer with their responsibility of the administration of all internal and external examinations across the primary and secondary phases, including liaising with staff, students, invigilators and examination boards, adhering to national regulations and guidelines and an annual budget.

To follow the Academy's Safeguarding policy and procedures and ensure the wellbeing of all students in their care is their highest priority.

ACCOUNTABILITY

- The post-holder is accountable to their line manager in all matters. In undertaking this post, the Assistant Examinations Officer must maintain the qualifications, skills and competencies required to fulfil the post to the highest level of professionalism and competence.
- This job description may be amended at any time following discussion between the Principal and the member of staff.

DUTIES AND RESPONSIBILITIES

- To assist with entries for examinations to the examination boards
- To liaise with Curriculum Leaders on student entries and grades etc.
- To assist with the production of exam timetables for mock examinations.
- To publicise exam timetables for real exam series.
- To disseminate information about examinations to staff, students and parents.
- To liaise with staff, parents and students and support dealing with complaints, appeals and queries about examinations.
- To sort and check examination papers.
- To participate in all relevant training activities and meetings to ensure that all changes to examination regulations are available to the Academy and passed on to the relevant members of the Senior Leadership Team and Curriculum Leaders.
- To assist in keeping staff informed of syllabus and specification changes.
- To assist in managing the Academy's team of Exam Invigilators.

Exam Administration

- Where exams clash, to be responsible for the supervision of all candidates post-exam and during lunch periods.
- To assist in the delivery and collection of all exam entries and to assist, when required, with coursework from Curriculum Leaders, called for moderation by examination boards.
- To create examination entry lists for Curriculum Leaders and administer necessary changes.
- To assist in issuing examination statements of entry to candidates.
- To create and display examination timetables, ensuring any clashes are resolved.
- To assist with the packing and posting of examination scripts etc and file certificates of posting.
- To track materials not received by the examiners.
- To liaise with the SEND team to ensure requires for access arrangements are made to the Exam Board and implemented in the Academy.
- To liaise with the IT Department and support the running of onscreen testing.
- To prepare and submit special consideration cases to Exam Boards.
- To manage the distribution of exam laptops.

Invigilation

- To liaise with the Examinations Officer with the employment and management of exam invigilation staff and to timetable those staff to ensure that all examinations are appropriately staffed at all times in line with Board ration requirements.
- To undertake invigilation duties as and when necessary.
- To support with the training of invigilation staff and to ensure they are aware of their duties and responsibilities and to be aware of any special requirements they or students may have.
- To support the start and finish of examinations as instructed by the examination boards.
- To be responsible for the receipt and secure storage of all examination stationery, materials, scripts, tapes and specimens etc.
- To assist in the preparation of the examination venue including:-
 - the display of examination notices and removal of unauthorised display materials.
 - the creation of candidate examination cards and seating plans.
 - the creation of signed invigilation documents.
 - the checking of clocks, desk spacing, and provision of display boards for examination data eg start/finish times.

Employees will be expected to comply with any reasonable request from the Principal or Vice Principal to undertake work of a similar level that is not specified in this job description.

PERSON SPECIFICATION

	CRITERIA
QUALIFICATIONS	• Minimum of a GCSE in English and Maths
EXPERIENCE	• Significant administrative experience and a knowledge of spreadsheets • Knowledge of SIMs or a willingness to learn
SKILLS AND ABILITIES	• Excellent IT skills • Ability to prioritise and organise own workload and be able to meet deadlines. • Good communication skills, both oral and written, to a range of individuals (eg students, parents/carers, governors etc)
KNOWLEDGE	• Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations. • Knowledge of school policies and procedures relating to health, safety, security and confidentiality of data and equal opportunities.