



# The Royal Liberty School

*'Where boys are ambitious, where boys succeed'*

Head Teacher: Mr L Raftery BSc (Hons), MA, NPQH

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<b>Job title:</b>	Examinations and Assessment Officer
<b>Grade:</b>	S01 (36 hours per week, 39 weeks per year)
<b>School:</b>	The Royal Liberty School
<b>Reports to:</b>	Deputy Headteacher - Quality of Education
<b>Staff managed</b>	Examination Invigilators

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## **Job purpose and content**

To ensure an effective and efficient examination provision to the whole school, including administering public examinations (Key Stage 4, GCSE) and internal end of year and mock examinations.

To provide information to students, parents and staff relating to examinations, including the provision of whole school and individual exam timetables and invigilation timetable arrangements. The production of relevant examination literature. (i.e. SATs information brochure; Key Stage 4 course information booklet).

## **Principal duties and responsibilities**

1. To support Assistant Headteacher with the administration of the Options and Timetabling process.
2. To manage the systems for assessment of students and reporting to parents.
3. To set up systems to deal with electronic transfer of student assessment data both into and out of school.
4. Produce student GCSE report (CTF).
5. To manage competently the examinations system in use in the school, attending training where appropriate.
6. Manage and organise all internal, and external examinations including controlled assessments, community languages and other oral examinations, ensuring that special arrangements are in place where required.
7. To liaise with Heads of Faculty with regard to the relevant examination boards and syllabuses studied to examination level. To establish numbers of entries at each tier and to process entries and forecast grades.
8. To be responsible for the data input and electronic transmission of entries and forecast grades to exam boards, and the subsequent checking thereof.
9. Manage, develop and motivate the Examination Invigilation Team including recruitment, and training.

10. Liaise with senior teachers regarding the organisation of examinations, students discipline during examinations and any issues related to student conduct relevant to examinations. This aspect of the role will include the briefing of students at assemblies, supported by key members of teaching staff.
11. Be responsible for the Examination budget; keep accurate and up-to-date records of examination entry costs and other relevant financial issues.
12. Oversee the receipt, checking and distribution of examination entry statements to students, making and submitting any amended entries to the Boards.
13. Keep accurate records of all examinations including seating plans and registers.
14. To liaise with the SEN/EAL team leaders and Heads of Department / Curriculum Team Leaders with regard to Special Exam special educational needs and / or English as a second language, special arrangements for students.
15. To be responsible for the data input and electronic transmission of entries and forecast grades to exam boards, and the subsequent checking therefore.
16. To prepare and manage the modern foreign language oral examination sessions, including the preparation of designated rooms.
17. To follow correct guidelines when preparing examination rooms according to examination regulations.
18. To provide examination and invigilation timetables in advance of examination sessions for all public and internal examinations.
19. To provide examination information to students, staff and parents to include deadlines and results.
20. To organise examination results days for GCSE/end of KS4 exam results.
21. To work efficiently on any queries, missing marks and review of marking requests following results day, including assisting in clarification of grades and making contact with exam boards and students post 16 provision.
22. To be responsible for the security of exam and test papers and to ensure the safe and efficient despatch of scripts and other materials to the examination boards, examiners and moderators.
23. To liaise with examination boards throughout the academic year to provide updated information regarding syllabuses, deadlines for entries and coursework and any other relevant information (e.g. students guides) for Heads of Faculty, students and parents.
24. To liaise with the Site Supervisors and the Reprographics Officer regarding preparation for examination rooms (i.e. setting out of desks and chairs, use of additional equipment) and to inform relevant parties of the need for alternative accommodation for classes displaced as a result of the use of rooms.
25. To liaise with DHT of staff responsible for assessment in entering data, and producing reports from Analyse School Performance data (ASP).
26. To assist the Data Officer if required with Bromcom at busy times such as data drops and Census.

27. To attend training and information courses as necessary relating to examinations and assessment, and to share information with relevant colleagues.
28. To undertake such other duties which lie within the post holders competence and contribute to the learning environment within the school, which may be required from time to time.
29. To take an active role in School Appraisal system to review own progress and set targets for future development.
30. To assist the Data Manager at busy times or in periods of absence & upload all ULN numbers.
31. During exam season to be flexible with start and finish times for the exams.
32. To upload and coordinate the use of GCSE APP from the DfE site.
33. General admin as required including taking the associate staff register during a fire drill and keeping it updated.
34. To be available in the week of GCSE exam results in the summer.

### **Other Professional Responsibilities**

- To take appropriate action to identify and minimise any risks to health, safety and security in the immediate working environment.
- To work in accordance with the values of the school particularly with regard to promoting positive attitudes towards tolerance and respect for other people.
- To work in accordance with school policies and procedures as identified in the staff handbook and school policy folder.

**Signed:** ..... **Date:** .....

**Signed:** ..... **Date:** .....  
(Headteacher)

The Royal Liberty School is committed to safeguarding and promoting the welfare of children and young people. All adults who work at the school must share this commitment to young people.

## Examinations Officer – Personnel Specification

<b>Criteria</b>	<b>Essential / Desirable</b>	<b>Method of Assessment</b>
To be educated to GCSE level (minimum C in English and maths)	Desirable	Application Form
To have experience of working within a secondary school / further education environment	Desirable	Application form
To be knowledgeable about the English examination system (11-18)	Desirable	Application Form
To be able to work to deadlines, within a team and independently	Essential	Application Form
To be methodical in approach to data collection and input	Essential	Application Form
To have significant experience of using ICT in the workplace	Essential	Application Form
To have experience of using the Bromcom management information system	Desirable	Application Form
To be able to address audiences both large and small to relay important information	Essential	Application Form / Interview
To have experience of producing literature for a wide audience	Desirable	Application Form
To manage the work of yourself and others, ensuring targets are met and projects completed	Essential	Application Form / Interview
To have a positive and pro-active approach to the education of young people	Essential	Application Form / Interview