



Deer Park School

JOB DESCRIPTION

JOB TITLE:	Examinations Officer
GRADE/ ROLE PROFILE REF:	Grade E
WORKING WEEKS/ HOURS:	40 weeks; 37 hours per week
TIMES WORKED:	8:00 am to 4:00 pm Monday to Thursday, 8:00 am to 3:30 pm Friday, Term-time only (Flexibility required for Exam Periods and Results Day)
BASE:	Personal Office

ORGANISATIONAL ARRANGEMENTS:

Job holder:

Reports to: **Assistant Headteacher**

GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses may be required as part of professional updating.

RESPONSIBILITIES/ACCOUNTABILITIES:

- Liaise with SLT & develop whole school policy and practice with regards to internal/external examinations.
- Liaise with the Assistant Headteacher to manage the annual calendar for all exams, examination timetables, cover and processes.
- Monitor the examinations budget to ensure targets are achieved in line with the financial requirements of the school.
- Ensure the school is prepared for all examinations including timely and accurate communication to all relevant staff – this will include liaison with Senior Leadership Team (SLT), teaching staff, Site Team and invigilators.

- Support Year 8 & 9 KS4 choices by being responsible for maintaining records of choices, class sizes, clashes etc.
- Liaise with Assistant Headteacher in respect of pupil data including CAT.
- Provide information which reviews Public Examination performance for use by SLT.
- Carry out checking exercises needed by the DfE.
- Prepare draft reports for SLT, LA, DfE and Governors using the full range of SIMS Exams module analysis as part of the in-house evaluation procedures. These analyses are to be distributed at the discretion of the Headteacher and Deputy Headteacher.
- Arising from the SIMS analysis, indicate to the Heads of Departments where an appeal may be appropriate.
- Monitor suggestions for appeals from pupils and parents.
- Implement and monitor procedures for the secure delivery of adequate supplies of test/exam papers, stationery etc. and for prompt collection of completed papers.
- Monitor any arrangements for moderation, ensuring in-house procedures are followed.
- Produce statistical analysis as required.
- Work with the Assistant Headteacher to set up and inform pupils and parents of procedures for the annual receipt of results in August.
- Draft GCSE and practice exams/results timetables and rooming after consultation with the Assistant Headteacher.
- Ensure appropriate conditions are set up for external examinations and all staff are aware of examination regulations.
- Identify and resolve any clashes, including obtaining written confirmation from the Examination Board for variations to timetables when required.
- Receive Exam Board/KS3/LEA/school correspondence and disseminate via SLT.
- Communicate and advise all staff of exam procedures, ensuring where appropriate they are clearly identified on the School Calendar.
- Advise Exam Boards of requirements for papers etc.
- Receive exam/test papers from Exam Boards and ensure secure storage.
- Dispatch exam/test papers to Exam Boards/Examiners, including receiving GCSE Modular results and ensure timely dispatch to the Exam Board concerned.
- Draft correspondence, as required, for the Headteacher's signature.
- Liaise with the Heads of Departments, Assistant Headteacher and SIMS/Cover Manager for cover on the timetable and associated arrangements about practice GCSE examinations, internal tests and examinations and resolve potential clashes.
- Liaise with the Assistant Headteacher to develop a system for the efficient storage and publication of school statistics.
- Ensure examination deadlines are met.
- Check exam entries via SIMS, confirming that school policy on entry has been adhered to.
- Verify all entries with the Heads of Department and parents as required.
- Co-ordinate the team of invigilators, with the support of the senior invigilators, including recruitment, training and deployment of invigilation staff.
- Liaise with external candidates.
- With the Assistant Headteacher, organise and attend the Certificate Presentation Evening.
- Prepare examination certificates for Certificate Presentation Evening.
- Attend examination meetings as required.
- Keep full examination records.
- Keep up-to-date with local and national initiatives, necessary policies, procedures, rules and regulations laid down by the different examination bodies and make recommendations as appropriate.
- Ensure the school is registered for and compliant with the Data Protection Act.
- Undertake any CPD that would be a requirement to this role.

- Any other duties requested by the Assistant Headteacher which are commensurate with the grade of the post.
 - To undertake any other duties and directions which may be reasonably given by the Headteacher.
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NOTES

- The School and site is open between the hours of 6.00 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
 - Hours of work/designated lunch times may be subject to change for operational reasons.
 - All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
 - If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
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FLEXIBILITY STATEMENT

- The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.
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PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Assistant Headteacher.

Date Prepared:	21 st April 2026
Prepared By:	HR
Date Reviewed:	
Reviewed By:	