



JOB DESCRIPTION

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| TITLE: | Examinations Officer |
| DEPARTMENT: | Exams |
| DIVISION: | Thomas Alleyne Academy |
| RESPONSIBLE TO: | Assistant Headteacher |
| GRADE: | L6/SCP 21-25 |
| HOURS: | 37 hours per week/41 weeks per year |
| PURPOSE OF POST: | To be responsible for the administration, organisation and smooth running of public and internal examinations |
| ORGANISATION CHART: | Assistant Headteacher Examinations Officer |

PRINCIPAL RESPONSIBILITIES:

1. To be responsible for making entries in public exams to the Examination Boards. Liaising with Heads of Departments on pupil entries. Completing examination entries using ICT and ensuring manual backup as appropriate. Sorting out all examination 'clashes' and making appropriate provisions for pupils concerned.
2. To disseminate information about public exams to staff, pupils and parents in the following ways: Informing pupils of examination procedures and conduct. Producing guidelines for staff, and pupils in line with the Joint Council booklet 'Conduct of Examinations'. Informing pupils, parents and staff of the Examination Appeals Procedures, where appropriate. Dealing with complaints and queries about public examinations.
3. To be responsible for the overall organisation of public examinations, including practicals and coursework. Taking responsibility for examination stationary. Using information about dates/times of examinations and the number of entrants, etc., to create the examination timetable. Liaising with the Assistant Headteacher, Site Agents and displaced departmental staff about the arrangements for exam venues, clocks, furniture, etc. Making arrangements for all internal examinations including timetable, rooming and requirements for invigilation.



Liaising with the SENCO about the arrangements for candidates with special needs and to complete special consideration forms where necessary. Sorting out examination papers as they arrive and ensuring their security. Wherever possible making arrangements for pupils at this school to take examinations in subjects they have studied elsewhere e.g. community languages. Co-ordinate the training and use of external invigilators.

4. To oversee the copying and distribution of results. Being present on the days the school is notified of results, and organising the distribution of results to students. Retrieving costs of examination entry from absentees and arranging for remarks, reports and queries about exam results from examination boards. Checking certificates before they are collected by students.
5. To provide data for the analysis of examination results, SAT's, GCSE, BTEC and Cambridge Nationals when the school is notified and to inform the Headteacher as soon as administratively possible. Providing relevant statistics on examination entry and examination results for the Leadership team and HOD's. In liaison with the Assistant Headteacher developing exam statistics that can be used by the Leadership team, HOD's and individual teachers in target setting, departmental performance, and self-review and as a tool for raising achievement. Checking of DfES statistics and examination results before publication.
6. To be responsible for organising and running of group Reading Tests, Spelling Tests and Cognitive Ability Tests.
7. To download mark schemes, moderator reports and examiner reports at the end of each exam season.
8. Maintain associated files, records and documentation as requested.
9. Notify Heads of Department with updates from exam boards regarding subject area.
10. To be responsible for registration of BTEC and OCR National candidates when given student names by Heads of Department. To liaise with Heads of Department on pupil entries and specification details. Wherever possible, to make arrangements for pupils at this school to take examinations in subjects they have studied elsewhere. This applies particularly to examinations in community languages.
11. Consult with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
12. To organise the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of the examinations.



13. Assist SENCO in administering access arrangements and making applications for special consideration using JCQ Access arrangements and special considerations regulations.

The Chiltern Learning Trust is committed to working in wider partnership which will promote wellbeing outcomes for young people.

All personnel may be required to work across all schools by agreement with the Chief Executive.

DIMENSIONS:

Supervisory Management: 2 – 20 invigilators

Financial Resources:

Physical Resources: Office equipment

SAFEGUARDING CHILDREN

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences, which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However, in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Trust.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. 'CVs will not be accepted for any posts based in schools.



Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

| Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria. | | | | |
|---|--|--|---|---------------------|
| Attributes | Essential | How Measured | Desirable | How Measured |
| Experience | Demonstrable experience of undertaking administrative work. | 1,2 | Able to use Microsoft Office suite. Experience of working in a school environment. Some experience of supervising others. | 1,2 1,2 1,2 |
| Skills/Abilities | Able to use word processing, spreadsheets, database packages and e-mail. Able to develop constructive working relationships with others. Demonstrable communications skills – able to receive and give accurate information to a wide range of people inside and outside of school. Able to plan and organise workloads to meet conflicting work demands and deadlines. Able to write straight forward reports, letters and read and comprehend complex written information. Able to work on own initiative within school policy and procedure. | 1,2 1,2 1,2 1,2 1,2 1,2 | | |
| Competencies | Able to form appropriate relationships with young people | 1,2 | | |



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|-------------------------------|---|-------|--|-------|
| Equality Issues | Able to identify when discrimination is taking place in service delivery or in the workplace and to take appropriate action where this is identified. | 1,2 | | |
| Specialist Knowledge | Knowledge of a range of IT software, e.g. spreadsheets and databases. Knowledge of how to use Exam Organiser and Bromcom. | 1,2,3 | | |
| Education and Training | Willing to undertake training and development activities. | 1,2 | | 1,2,4 |
| Other Requirements | Willingness to adjust working arrangements to meet day to day service demands. | 1,2 | | |

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

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