

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Examinations Officer

Grade: 6 (SCP 14-19)

Reporting to: Examinations Manager

Key Relationships: Senior Leadership Team (SLT), teaching staff, invigilators, students, parents/carers, awarding bodies (e.g. JCQ), external agencies



Dignity at Work: To demonstrate, at all times, a commitment to treating students, colleagues and stakeholders with dignity, fairness and respect. This includes recognising and valuing individual differences and promoting an inclusive environment free from discrimination, harassment or victimisation. The postholder will promote equality of opportunity in line with the Equality Act 2010, ensuring fair and inclusive treatment for all. The postholder will actively contribute to an inclusive culture and uphold the College's Equality, Diversity and Inclusion policies.

Purpose of the Role: To support the Examinations Manager in delivering a smooth, efficient, and fully compliant examinations service across the school. The role is central to maintaining the integrity of internal and external examinations and ensuring a positive, well-organised experience for all students.

Principal Responsibilities

Safeguarding

- Promote and safeguard the welfare of children and young people at all times.

Examinations Administration & Coordination

- Assist in the planning, organisation, and delivery of all internal and external examinations (including GCSEs and A Levels).
- Lead in the preparation of examination timetables, seating plans, and staffing rotas.
- Produce and distribute candidate information such as timetables and entry statements.
- Maintain accurate and up-to-date examination data and records.

Compliance & Regulations

- Ensure all examinations are conducted in line with JCQ and awarding body regulations.

- Maintain secure handling, storage, and distribution of examination papers and materials.
- Support arrangements for access arrangements and special considerations.
- Contribute to the implementation of examinations policies, procedures, and risk assessments.

Invigilation & Staffing

- Lead the recruitment, training, and deployment of invigilators. Managing all aspects of their roles.
- Manage invigilator schedules to meet exam requirements and verify pay claims.
- Ensure safeguarding procedures are followed at all times.

Communication & Stakeholder Engagement

- Act as a point of contact for examination-related queries from staff, students, and parents/carers.
- Liaise effectively with awarding bodies and external organisations.
- Communicate examination procedures and updates clearly and professionally.

Operational Support

- Manage examination stationery and resources.
- Check certificates and support their secure distribution to students.
- Assist in results processing and support on results days if required.

General Responsibilities

- Maintain strict confidentiality and data protection standards at all times.
- Work flexibly, particularly during peak exam periods.
- Contribute to a positive, inclusive, and professional working environment.
- Comply with safeguarding, health and safety, and equality policies.
- Undertake any other duties commensurate with the level of the role.

Other Responsibilities (Health & Safety)

In accordance with the Health and Safety at Work etc. Act 1974, the Trust and its employees share responsibility for maintaining a safe working environment. The

postholder is required to take reasonable care of their own health and safety and that of others who may be affected by their actions. The postholder must comply with the Trust's Health and Safety Policy and procedures, and fulfil any specific responsibilities associated with the role.

DIMENSIONS

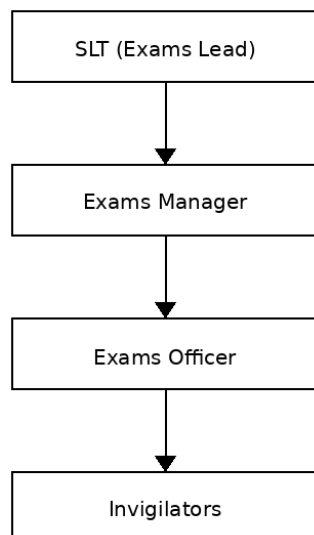
1. Responsibility for Staff: Line management responsibility for casual exam invigilators (recruitment, training, performance management).

2. Responsibility for Customers/Clients: Provide a professional, supportive and informative service to students, parents/carers, staff and external awarding bodies. The postholder has a direct impact on students through the accurate and efficient delivery of examination processes and communications.

3. Responsibility for Budgets: None.

4. Responsibility for Physical Resources: Responsible for the secure handling and storage of examination materials in line with JCQ regulations, including examination papers and confidential documentation. Responsible for the appropriate use of ICT systems and equipment (e.g. MIS, examination systems, photocopiers etc) required to fulfil the role.

Organisation Chart



Person Specification

Qualifications

Essential:

- GCSE (or equivalent) in English and Maths at Grade 4/C or above

Desirable:

- Relevant administrative or business qualification
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Experience

Essential:

- Experience of working in an administrative or office-based role
- Experience of working to deadlines and managing competing priorities
- Experience of supervising or managing staff

Desirable:

- Experience within a school or examinations environment
 - Experience coordinating events, schedules, or logistics
 - Familiarity with exam systems (e.g. Arbor, Exams Assist)
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Knowledge & Skills

Essential:

- Knowledge of JCQ and awarding body regulations
- Strong organisational skills with excellent attention to detail
- Ability to manage and analyse data accurately
- Confident IT skills, including Microsoft Office and database systems
- Effective written and verbal communication skills
- Ability to work independently and as part of a team
- Ability to remain calm and professional under pressure

Desirable:

- Knowledge of JCQ regulations and examination processes
- Understanding of safeguarding and data protection requirements

Personal Attributes / Behaviours

- Highly reliable, punctual, and professional
- Proactive and able to use initiative to solve problems
- Flexible and adaptable during busy periods
- Committed to high standards and continuous improvement
- Approachable with strong interpersonal skills
- Demonstrates integrity and discretion when handling sensitive information

Equality, Diversity & Inclusion

- Demonstrates a commitment to equality, diversity and inclusion
- Treats all colleagues, students, and stakeholders with respect and fairness
- Supports a culture of inclusion and accessibility

Safeguarding

- A commitment to safeguarding and promoting the welfare of children and young people
 - Willingness to undergo appropriate pre-employment checks, including an Enhanced Disclosure from the Disclosure and Barring Services.
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