



THE ADEYFIELD ACADEMY

JOB DESCRIPTION

Examinations Officer

Full Time - 37 hours per week

Term Time +3 weeks

H7

The post holder is required to perform the duties below. They will be responsible to the Assistant Headteacher and will demonstrate a genuine commitment to our Equal Opportunities policy and the well-being of all students.

This job description is reviewed annually and will form the basis of the Appraisal procedure. Any issues relating to the review of this job description should be brought to the Principal's attention through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.

Examinations Officer - JOB DESCRIPTION	
Full Time	
Responsible for:	Examinations Administrator
Responsible to:	Assistant Headteacher
Expectations	
<p>The examinations officer is responsible for the organisation and smooth running of both internal and external examinations, whilst being responsible for the day to day management of Exam Invigilators. The officer acts as the primary liaison between the school and external examination bodies. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ), and will ensure that the school is compliant with these before, during, and after examination periods.</p>	
Duties and Responsibilities	
<p>Planning and Organisation</p> <ul style="list-style-type: none"> ● Understand and be continuously updated on the regulations and requirements of all examinations held by the school, both internal and external ● To be responsible for managing the effective and efficient management and administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules and requirements for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity and security of the examination and assessment process ● To provide support, advice and guidance to the head of centre/senior leadership team in fulfilling their responsibilities in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements to ensure the integrity and security of the examinations/assessments at all times ● To safeguard the centre's reputation by ensuring that examinations and assessments are conducted to the highest standards of integrity and professionalism ● Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials ● Manage and record the safe, correct dispatch of examination papers. Ensure these are collected by courier e.g. Parcel Force ● Contribute to development and continuous review of examination-related school policies ● Liaise with all stakeholders to finalise final student entry list from students, parents, teachers, SENCO 	





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- Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils
- Manage registration and sending estimated entries to all exam boards
- Ensuring all entries of candidates, for all examinations reach the exam boards before deadline
- To prevent unnecessary additional charges by ensuring that all entries/registrations, withdrawals, and amendments are submitted in line with awarding body deadlines
- Work with the finance team to ensure all examination fees are paid, on time as necessary
- Work with Admin and Site Staff re exam room arrangements and needs
- Creation of mock and exam timetable for students, staff, parents and invigilators
- Liaise with the Assistant Headteacher to ensure key examination dates are on the school calendar

Exam Management

- Recruit, train and manage invigilators as required
- Ensure all students and staff are aware of the examination rules including NEA guidance, use of AI
- Make sure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ
- Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing
- Make sure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures
- Carry out necessary administrative tasks related to the organisation of examination sessions
- Support the SENCO to implement access arrangements and reasonable adjustments as required
- Prepare for each exam session to ensure that each examination is conducted in accordance with JCQ regulations and/or awarding body requirements
- Effectively deploy fully trained invigilators to exam rooms in accordance with the requirements
- Ensure procedures are in place to verify the identity of all candidates at the time of the examination
- Ensure each exam room is set up in line with JCQ regulations, including seating arrangements/plans, displaying JCQ posters outside the exam room, adding exam information on a board, flip chart or whiteboard, a clock showing the actual time, and removing/covering display material
- Manage arrangements for the safe and secure storage and dispatch of completed examination papers
- Manage any unexpected issues or emergencies that arise during an examination session
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during the course of and after examinations/assessments have taken place
- Support the head of centre in managing potential conflicts of interest by informing the awarding bodies (where applicable) to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected

Results and Data Management

- To attend school on pre-results and results days
- Possess a detailed knowledge and understanding of JCQ documents and awarding body requirements relating to results and post-results services
- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services





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- Make arrangements for sharing results with students by producing results statements (e.g. results day)
- Plan, prepare for, and manage the restricted release of results and grade boundaries and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body requirements
- Checking results and ensuring Heads of Departments and SLTs have copies
- Produce data analysis reports and tools, and be able to share results data with stakeholders as appropriate
- To deal with any appeals on examination results
- Arrange receipt and distribution of examination certificates to candidates
- Manage retention of results, including certificates, for the school's records
- To manage the post results services and obtain candidate consent prior to requesting post-results services

Training and Development

- Undertake training as appropriate for the role
- Be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate

Professional Development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend yearly conferences provided by The Exams Office to ensure knowledge and skills are up to date.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Other Responsibilities

Additional Duties: Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title. The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.

Contacts

- There is frequent contact with teaching staff and parents.
- As part of the support staff team there is also regular contact with other non-teaching staff.
- There is also contact with external organisations and suppliers.

Organisation Chart

Examinations Officer → Assistant Headteacher → Headteacher





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PERSON SPECIFICATION - EDUCATIONAL SUPPORT STAFF

Qualifications, Education and Training

ESSENTIAL

- Any relevant qualifications such as NVQs, GCSEs, A Levels, further professional qualifications

DESIRABLE

- Appropriate Professional Development relevant to the position

Knowledge and Experience

ESSENTIAL

- Ability to demonstrate qualities required by the job specification
- Demonstrating a high level of competence in using ICT
- Working in a school/college or administration environment
- Managing the administration of examinations
- Working with confidential and/or sensitive materials
- Managing other members of staff, such as invigilators
- Managing time and workload to meet deadlines
- Using a management information system (MIS)
- Working with data sets
- Data analysis
- Complying with statutory regulations set by external bodies

DESIRABLE

- Experience of working in a similar role
- Working with awarding bodies and regulatory organisations, e.g. JCQ

Job Applicants Should

ESSENTIAL

- Demonstrate commitment to safeguarding the welfare and wellbeing of young people
- Promote health and safety at work and in all practices involving the supervision of young people
- Ensure tolerance and respect of others, at all times acting as an ambassador of the school community
- Support culture of ongoing vigilance in the safeguarding of all young people

Skills and Competencies

ESSENTIAL

- Communicate effectively, both orally and in writing
- Ability to process and interpret information
- Ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines
- Excellent administration and organisation skills
- Ability to work flexibly and share workloads, particularly during periods of pressure
- Team player
- Excellent negotiation skills
- Accuracy and reliability
- Awareness and acceptance of the school's equal opportunities policy

DESIRABLE

- Ability to work well with a wide range of people, including students and on own initiative, taking the lead when necessary

Personal Attributes

ESSENTIAL

- Self motivated - ability to work on own or within a small team to achieve successful outcomes
- Ability to make decisions and use own initiative





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- Organised
- Ability to keep calm under pressure
- Ability to work well in a team, and independently
- Positive outlook and a sense of humour
- An awareness of the school aims and ethos and a willingness to actively engage in the school community
- Be able to carry out all duties to a very high standard

DESIRABLE

- Accept the need for continuing professional development
- Creative, comes up with ideas
- Prepared to learn new skills
- An understanding and ability to demonstrate the professional standards required when working in a school environment

Other

- Experience of appropriate software including Microsoft Office, SIMS, Google Suite as required by the job specification

