



## **SOUTHBOROUGH HIGH SCHOOL**

### **Aspiration Commitment Excellence**

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#### **JOB DESCRIPTION**

**JOB TITLE: Examinations Officer**  
**3 days per week – term time only**  
**Grade F FTE £26,983-£31,587 (Actual salary £14,072 - £16,473)**

**HOURS OF WORK:** This post is part time, 3 days per week (term time plus one week). The successful candidate will need to work longer whilst exams are taking place, therefore a flexi-time arrangement will be in place. He/she will also need to attend on exam results days in the summer holidays.

**1     Responsible to:**

- Headteacher/Senior Assistant Headteacher

**2     Important Functional Relationships**

- Headteacher (Head of Centre)
- Senior Assistant Headteacher
- Senior Leadership Team
- Teaching and Support Staff
- Pupils
- External Candidates

**3     Important External Relationships**

- Parents
- Governors
- External Candidates

**4     Main Purpose and Responsibilities of Job**

- Manage internal and external examinations within the school
- Be the main point of contact for examining/awarding bodies and liaise with the Senior Assistant Headteacher and other members of the SLT and teaching staff.
- Maintain exam processes and provide administrative support. Ensure that you have up to date knowledge of examination deadlines and regulations and ensure relevant staff are kept informed.

- Efficient running of the examinations, including managing invigilators, set up of rooms, receipt and safe storage of exam papers and despatch of exam papers to exam boards.
- Invigilate exams for internal and external students
- Lead the school's team of invigilators

5      **A successful candidate will have:**

- Excellent attention to detail
- Excellent communication skills
- Knowledge of school systems, eg SIMS
- Enthusiasm

**Safeguarding/Child Protection**

Complying to the school's Safeguarding procedures and policies, and maintaining the Single Central Record

**Additional Tasks**

- To undertake any other task as reasonably requested by the Headteacher.