

<b>TITLE OF POST:</b>	<b>Examinations Officer</b>
<b>GRADE:</b>	<b>NJC27</b>
<b>PURPOSE OF POST:</b>	<b>To be responsible for the administration, organisation and smooth running of public and internal examinations.</b>
<b>DATE OF APPOINTMENT:</b>	<b>September 2026</b>
<b>LINE MANAGER:</b>	<b>Assistant Head Teacher or a member of the wider leadership team</b>
<b>HOURS:</b>	<b>36 hours per week, 40 Weeks per year (37 Weeks term time + 5 INSET Days + 10 additional days per year, as directed and to include dates in holiday periods when exam results are issued)</b>  <i>To work flexible hours in negotiation with line manager, taking into account specific needs at key times of the year. Days on which exams are being held will require an early start.</i>

<b>JOB DESCRIPTION</b>
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***Public Examinations***

1. To be responsible for examination entries for external public exams, including GCSE, A/AS Level, KS3 tests, Vocational and Asset Languages, including estimated entries, forecast grades and coursework marks
2. To liaise with Curriculum Leaders on all aspects of student entries, examination timetable and seating plans
3. To disseminate via Key Stage Leaders information about public exams to staff, students and their parents
4. To liaise with staff, parents and students to deal with complaints and queries about public examinations, including SATs
5. To line manage all invigilator team members
6. To be responsible for ensuring the safe storage of all examination materials
7. To be responsible for the daily running of all public examinations, including:
  - liaison with Facilities Management staff to ensure rooms are set up as required and liaison with Curriculum Areas that may be affected by exam arrangements, eg. PE
  - Liaison with Cover Manager who will create the invigilation timetable where staff are required
  - production of a schedule for invigilators to ensure full coverage of all exams within exam board guidelines
  - ensuring exam cards and exam papers are laid out according to the needs and requirements of the exams being held
  - ensuring all required signs are displayed
  - ensuring supplies of necessary paper and equipment are available in exam rooms
  - ensuring exam papers are collected in appropriately, sorting these ready for dispatch and ensuring they are posted on time to exam boards
  - Co-ordinate venue bookings to accommodate exams.
8. To be responsible for the recruitment and provision of effective training for all invigilators of public exams, ensuring we are always compliant and maintain the integrity of our exam centre
9. To be responsible for overseeing the collation and dispatch of all coursework grades and liaison with Curriculum Leaders to ensure dispatch of required samples for moderation

10. To identify all 'clashes' and make appropriate provision for students
11. To ensure students are briefed on examination procedures and conduct and to produce guidelines for staff and students through holding assemblies with year groups and liaising with the pastoral and achievement team.
12. To provide relevant statistics on examination entry and examination results to the Leadership Group, Governors, the LA, the DFE and others as required
13. To be present on the days the school is notified of results to oversee the distribution of results and to work with the Deputy Head (Curriculum) to produce relevant statistics
14. To be responsible for examination stationery
15. To make arrangements, in liaison with the Leadership Group, for the distribution of final certificates to students
16. To liaise with the SENCO to ensure all applications and arrangements for special consideration are made
17. Where required, under the school's Examinations Policy, to arrange for retrieval of costs of examination entry from absentees
18. To be responsible for the collation of Teacher Assessment levels at the end of Key Stage 3 in July and to ensure these are dispatched as required.
19. To be responsible for effective management of the examinations budget
20. To ensure all policies are updated as required and uploaded onto the school website
21. To communicate with parents and students for exam timetables and JCQ regulations
22. To work with the data manager to ensure all course codes are accurate on MIS

#### ***Internal Examinations***

23. To gather information from Curriculum Leaders regarding exam needs
24. In conjunction with Key Stage Leaders, to produce necessary exam timetables
25. To manage the daily running of all internal examinations, including:
  - liaison with Facilities Management staff to ensure rooms are set up as required and liaison with Departments that may be affected by exam arrangements, eg. PE Department
  - liaison with Cover Manager who will create the invigilation timetable
  - ensuring exam cards and exam papers are laid out according to the needs and requirements of the exams being held
  - ensuring all required signs are displayed
  - ensuring supplies of necessary paper and equipment are available in exam rooms
  - ensuring completed exam papers are distributed to relevant Departments at the end of exams
  - Co-ordinate venue bookings to accommodate exams.
26. To undertake other additional relevant tasks as directed by line manager
27. To support the admissions team for Cognitive aptitude testing

Barnhill Community High is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to the evolving nature of the school structure all job descriptions may need to be adjusted, through consultation, to meet the needs of the school. This process may be informed by the professional review.

## PERSON SPECIFICATION

### **Experience, Skills, Knowledge and Understanding**

Minimum of 5 GCSEs or equivalent at Grade C or above including Maths and English

Excellent working knowledge of Microsoft office packages including Outlook, Word, Excel and PowerPoint with excellent keyboard skills

Ability to develop effective systems for the collation, storage and processing of paper based and electronic data

Ability to work to tight deadlines and to provide clear structures for others to ensure deadlines are met

Can maintain confidentiality in the working environment

Ability to process information and provide a range of reports for relevant stakeholders

Excellent time management and multi-tasking skills and to use own initiative

### **Decision Making**

Has initiative and can work independently as well as within a team

Has an understanding of when to consult, make decisions and defer to others

### **Communication and Self-Management Skills**

Good interpersonal skills and ability to communicate effectively both orally and in writing, including dealing with people at all levels

Is able to plan, organise, prioritise and manage own time effectively

Will actively engage in training activities and take responsibility for his/her own professional development

Ability to offer training and support to other staff

### **Personal Attributes**

A positive, enthusiastic outlook, embracing risk and innovation

Commitment and dedication to social justice, equality and excellence

Engagement in collaborative partnership working, within and beyond the school

Integrity in relation to their own and the school's practice

Courage and conviction to achieve the best outcomes

Respect and empathy towards others

Resilience, perseverance and optimism in the face of difficulties and challenges

Decisiveness, consistency and focus on solutions

Drive for improvement and challenging underperformance

Capacity to be flexible adaptable and creative

Capacity to receive and act on feedback to build on strengths and improve personal performance