



# JOHN HENRY NEWMAN CATHOLIC COLLEGE

*Heart Speaks To Heart*

## Job Description

### Examinations Officer

Grade D £31,586 - £36,124 (FTE)



Our Lady and All Saints  
Catholic Multi Academy Company  
Strong in Faith



Leading Parent  
Partnership Award

2017-2020



Artsmark  
Platinum Award  
Awarded by Arts  
Council England



## **Examinations Officer**

John Henry Newman Catholic College

Salary Range: Grade D

Contract Type: Term Time + 3 Weeks (to cover results period and INSET days)

Hours: 37 hours per week

Responsible to: Assistant Headteacher (Assessment & Data)

Line Management: Lead Invigilator(s), Invigilation Team

Location: JHNCC, Chelmsley Wood

### **Purpose of the Role**

To lead and coordinate the administration, organisation and smooth running of all aspects of external and internal examinations in accordance with JCQ regulations and awarding body requirements, ensuring the integrity of assessments and compliance across the school.

### **Strategic and Operational Planning**

Maintain and develop systems for the effective planning, communication, and conduct of examinations.

Create and implement an annual examinations calendar and exam contingency plan.

Ensure full compliance with JCQ regulations and keep up to date with changes.

Communicate deadlines and expectations clearly to all stakeholders.

### **Exam Administration**

Manage entries, registrations, and certification claims via awarding body platforms and the MIS (e.g. SIMS).

Prepare and distribute candidate statements of entry and exam timetables.

Organise rooming, invigilation, seating, and materials for all exams.

Administer and store examination materials securely in accordance with JCQ requirements.

### **Invigilation and Staffing**

Recruit, train, deploy and manage a team of exam invigilators.

Provide clear instructions and updates to ensure consistent practices.

Monitor performance and maintain a strong bank of trained invigilators.

### **Access Arrangements and Compliance**

Work with the SENCO to arrange and record approved access arrangements.

Ensure appropriate adjustments are implemented during exams.

Actively support JCQ inspections, audits, and policy reviews.

### **During and Post Exams**

Ensure accurate conduct and recording of exam sessions.

Investigate and report any suspected malpractice or incidents.

Coordinate the receipt and distribution of results and certificates.

Manage post-results services including re-marks and access to scripts.

### Communication and Support

Be the main point of contact for all exam-related queries.

Liaise with SLT, Heads of Department, SENCO, Data Manager, parents, and students.

Maintain the exams area of the school website with up-to-date information.

### Data and Reporting

Produce accurate analysis and reports on exam performance (KS4 and KS5).

Work with the Data Manager to support data integrity and secure storage of exam records.

### General Responsibilities

Follow safeguarding procedures and uphold the College's ethos.

Comply with GDPR and data protection policies.

Participate in relevant CPD and performance appraisal.

Undertake any other duties appropriate to the role as directed by SLT.

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## Person Specification—Examinations Officer

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Experience working in school exams administration		✓
Knowledge of JCQ regulations and awarding bodies		✓
Competent user of MIS (e.g., SIMS) and Microsoft Office	✓	
Experience managing a team or leading a function	✓	
Experience training or managing invigilators		✓
Experience handling confidential data	✓	
Strong organisational and time management skills	✓	
Excellent written and verbal communication	✓	
Calm under pressure and able to meet deadlines	✓	
Knowledge of Access Arrangements processes		✓
Commitment to safeguarding and student welfare		
Flexibility during exam seasons, including early starts	✓	
Familiarity with Catholic education environment		✓
Willingness to undertake training and development	✓	





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*For every child to know they are loved and to develop a  
Relationship with Jesus through 'Heart Speaks to Heart'.*