



Job Description

Job Title:	Examinations Officer (Maternity Cover)
Salary Band:	Band D, Point 20 (Full time equivalent of £32,597 pro rata) Part time actual pay: £19,346 per annum (25 hours per week, 40 weeks worked, 45.8 weeks paid) Full time actual pay: £28,632 per annum (37 hours per week, 40 weeks worked, 45.8 weeks paid)
Contract Type:	Fixed term, maternity cover
Contract Term:	Full time / Part time (at least 25 hours per week) Term time only plus one week (You must be available for GCSE results admin day, as well as the actual GCSE results day)
Line Manager:	Data & Operations Manager

Overall responsibility

- To lead the effective organisation of all internal and external examinations in accordance with the regulations laid down by the awarding bodies.
- To ensure the highest levels of organisational support for each student across the Trust in both external and internal examinations through the submission of accurate information for all examinations.
- To comply with the Examining Awarding Bodies' regulations Planning, Instruction and Class Management

Main duties and responsibilities:

- The Examinations Officer will act as the primary liaison between the schools and external examination bodies.
- The Examinations Officer 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.

Planning and organisation

- To ensure that all examination entries submitted to awarding bodies are accurate and within deadlines;
- To be responsible for applications for Special Consideration to the Examination Boards and work with the SENDCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils;

- Oversee and manage distribution of exam papers within the Multi Academy Trust;
- Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials;
- Work with the Trust Business Manager and Finance Department to ensure all examination fees are paid, as necessary;
- Keep up to date with all yearly regulation changes and adjust policies accordingly.

Exam management

- Prepare, train and co-ordinate a team of external invigilators to support in the examination processes;
- Ensure 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;
- To ensure candidates and staff receive accurate and timely information pertaining to their examinations including publishing timetables and producing individual statements of entry. Ensure all details are sent to parents;
- Ensure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures;
- To ensure that security arrangements concerning examination papers and results are strictly enforced according to Joint Council for Qualifications requirements;
- Support the SENDCO to implement access arrangements and reasonable adjustments as required;
- Manage any unexpected issues or emergencies that arise during an examination session;
- Submit reports to examining bodies, as required;
- Arrange internal mock exams in conjunction with SLT and Middle leaders.

Results and data management

- To take responsibility for downloading and distributing results in accordance with Joint Council for Qualifications regulations and checking of certificates before distribution;
- Arrange receipt and distribution of examination certificates to candidates;
- To deal with post-results enquiries, applications for remarks, and requests for copies of papers and scripts;
- To disseminate information, answer enquiries and dealing with complaints regarding internal and external examinations from staff, students and parents/carers.

Health, Safety and Security

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Pastoral Care

- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

Continuing Professional Development – Personal

- Maintain an up-to-date knowledge of examination board developments

- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Chief Executive Officer, the Director of Education, the Principal or the incumbent of the post.