

## Examinations Officer

### Job Description

#### Grade: GR3

#### **1. Job Purpose**

- 1.1 To oversee all aspects of examinations management within the school. To have responsibility for the administration, organisation and smooth running of internal and external examinations.

#### **2. Key Responsibilities**

- 2.1 Oversee the arrangements for all mock and public examination entries e.g GCSE and equivalent, for all students
- 2.2 Co-ordinate the preparation and submission of entries to examining bodies
- 2.3 Ensure all examination papers and stationery are delivered safely to the school, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately
- 2.4 Co-ordinate the team of Invigilators, including recruitment, training, management and deployment of the invigilation staff.
- 2.5 Make appropriate timetabling and room arrangements for all examinations and ensure proper examination invigilation is put in place.
- 2.6 Ensure that all examinations start and finish appropriately in line with examination board regulations including the conduct of any on-line examinations
- 2.7 To disseminate accurate information about exams to staff, pupils and their parents.
- 2.8 Ensure that pupils are given all the necessary relevant information about examination entries, the dates and times of the examinations, conduct during

examinations and the collection of results and certificates and that this information is given in good time.

- 2.9 Deal with issues relating to appeals, remarking and other administration
- 2.10 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.11 To ensure all tasks are carried out with due regard to Health and Safety
- 2.12 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.13 To adhere to the ethos of the school
  - 2.13.1 To promote the agreed vision and aims of the school
  - 2.13.2 To set an example of personal integrity and professionalism
  - 2.13.3 Attendance at appropriate staff meetings and parents evenings
- 2.14 None

**All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.**

Reviewed by: Clare Holmes, HR & Cover Manager

Date: 04.02.25

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