

Job Description

Examinations Officer

The Post

The examinations officer is responsible for the organisation and smooth running of both internal and external examinations. The officer acts as the primary liaison between the school and external examination bodies. They 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.

Job details

Salary: SP 20-24 £31,586 - £34,314 FTE (£29,821 - £32,396 actual)

Hours: 36.5 per week (term time only + 3 weeks)

Contract type: Permanent

Reporting to: Assistant Vice Principal

Responsible for: Exam Invigilators

Key responsibilities:

Planning and organisation

- Understand the regulations and requirements of all examinations held by the school, both internal and external
- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these
- Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials
- Contribute to development and review of examination-related school policies
- Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils
- Manage registration of candidates for all examinations
- Work with the finance team to ensure all examination fees are paid, as necessary
- Keeping Head of Centre and Line Manager regularly aware of planning and organisational progress

Exam management

- Understand the Exam Cycle and share key points with internal stakeholders

- Recruit, train and manage invigilators as required
- Make sure 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, seating plans, room booking, resources and staffing
- Make sure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures
- Carry out necessary administrative tasks related to the organisation of examination sessions
- Support the SENCO to implement access arrangements and reasonable adjustments as required
- Manage arrangements for the safe and secure storage and dispatch of completed examination papers
- Manage any unexpected issues or emergencies that arise during an examination session
- Submit reports to examining bodies, as required

Results and data management

- Make arrangements for sharing results with students (e.g. results day)
- Make sure results are received by the school in a secure and confidential way
- Be familiar with data analysis reports and tools and be able to share results data with stakeholders as appropriate
- Arrange receipt and distribution of examination certificates to candidates
- Manage retention of results, including certificates, for the school's records
- Be familiar with systems for recall of exam scripts/remarking post exam results

Training and development

- Undertake training as appropriate for the role
- Undertaking regular research and being aware of exam changes each academic year
- Training other members of staff involved in examinations (e.g. invigilators), signposting these to external provision where appropriate

Other areas of responsibility

Support for the School:



- To play a full part in the life of the School, to support its vision and ethos and to encourage and ensure staff and students follow this example.
- Accompany teaching staff and students on educational visits where required.
- Undertake other administrative duties as requested.
- Participate in Academy-based meetings and training activities.
- Be willing to support after school events, such as parents evenings, on occasion as required.
- Contribute to the overall aims and work of the Academy Trust

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the examinations officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal.

This job description will be reviewed and updated periodically to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

The Schools of King Edward VI in Birmingham is an educational charity supporting eleven schools and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

CHARITY NUMBER: 529051

Signed Employee..... Date:.....

Signed Employer: Date:

Person specification

CRITERIA	QUALITIES
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**KING EDWARD VI
FOUNDATION
BIRMINGHAM**

Educational excellence for our City



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

Educational excellence for our City

Qualifications and training	GCSE Maths and English grade 4 (C) or above
Experience	<ul style="list-style-type: none"> ➤ Working in a school/college or administration environment ➤ Managing the administration of examinations ➤ Meeting key deadlines ➤ Working with confidential and/or sensitive materials ➤ Working with a range of stakeholders – both internal and external ➤ Managing other members of staff, such as invigilators ➤ Managing time and workload to meet deadlines ➤ Using a management information system (MIS) ➤ Working with data sets ➤ Working with awarding bodies and regulatory organisations, e.g. JCQ ➤ Complying with statutory regulations set by external bodies
Skills and knowledge	<ul style="list-style-type: none"> ➤ High standard of communication (verbal and written) ➤ Polite and effective interpersonal skills ➤ Competent with common IT systems, e.g. Microsoft Office, MIS ➤ Data analysis ➤ Time management and planning ➤ Ability to work flexibly and quickly under pressure ➤ Ability to work across multiple projects and deadlines ➤ Ability to follow policies and procedures set by the school and external agencies
Personal qualities	<ul style="list-style-type: none"> ➤ Organised, efficient and methodical ➤ Ability to keep calm under pressure ➤ Ability to work well in a team and independently