

Bishop's Hatfield Girls' School

Job Description

Job Title:	Examinations' Officer
Date reviewed:	September 2022
Salary Grade:	H7 - H8 (SCP 19-27) paid weeks 46.7pa
Time employed:	37 hours per week, term plus 3 weeks (41 weeks pa to include INSET days)
Responsible to:	Assistant Headteacher

Purpose of the job:

- To organise and administer all aspects of external and internal examinations within the school in liaison with the Deputy Headteacher, SLT and Teaching and Learning Leaders.
- To ensure the integrity of the examinations' system within the school.

Main Tasks:

External Examinations -

- Ensure all parties involved are aware of JCQ guidelines
- Receive and distribute materials concerning examinations and tests as above to staff, students, parents/carers
- Administer the entries for examinations and tests in conjunction with the Heads of Faculty and within the Consortium, liaising with staff and examination boards in order to administer estimated entries and course registrations
- Manage the download of the correct base data in Arbor for entries and for preparing it to accept the examination results
- Prepare examination and test timetables and locations in conjunction with senior staff; create exam timetables both for candidates and staff and ensure that staff and candidates check entries
- Prepare and lead examination information assemblies
- Communicate with examination boards and complete returns required by them
- Maintain an up-to-date awareness of the requirements of examination bodies in respect of candidate entry and conduct of examinations
- Make suitable arrangements for candidates with clashes
- Organise and lead examination procedures on the day of the examinations (including online examinations), arranging all set-ups required (in liaison with Site staff), production of candidate labels, table labels and row labels
- Produce seating plans taking into account any special requirements
- In liaison with the SENCO, make suitable access arrangements for those candidates who are eligible and process requests for special consideration / arrangements for candidates in line with JCQ guidelines
- Receive and arrange secure storage of papers, stationery and other examination materials, plus maintain stocks
- Arrange all aspects of the conduct of tests and examinations in conjunction with the relevant Head of Faculty, and ensure that examinations are conducted in accordance with the examining boards' regulations; ensure that equipment, posters, ICE Booklet are available in each examination room

- Administer packing and secure despatch of examination scripts and coursework; organise the examinations' collection service, ensuring that all examinations sessions are covered
- Complete attendance registers following the latest JCQ guideline of checking legal names against names written on attendance registers
- Attend Consortium meetings, advising and inputting information in respect of arrangements at BHGS whilst sharing best practice; complete spreadsheet information exchanged within the Consortium
- Manage the download of examination results, dealing with any queries promptly with examination boards
- Manage the organisation of results days ensuring staff and candidates are aware of arrangements
- Print examination candidate results sheets, copies for office staff and Head of Sixth Form; manage the distribution of examination data to staff and outside agencies
- Ensure that results spreadsheets are accurate in consultation with SLT, ensuring that any previous year results are available
- Manage the post results process and appeals
- Produce the analysis of examination results data and check figures submitted by outside agencies
- Complete DfE checking exercises
- Monitor / manage the examinations' budget. Prepare, check and sign off invoices in connection with examinations. Collect examination entry fees and appeal fees as required from candidates
- Assist with Prize and Certificate Evening and Open Evening with preparation of examination certificates and information
- Recruit, train and co-ordinate the deployment of exam invigilators, readers and scribes in line with JCQ Regulations
- Produce invigilation booklet and take responsibility for the submission of invigilator hours for payment taking hours from signed attendance sheets

Internal Examinations-

- Produce timetables for all internal examinations
- Manage and lead the examination procedure using the same guidelines as for external examinations
- Prepare and lead examination information assemblies
- Secure invigilators and manage Invigilation timetables
- Manage ad-hoc arrangements to accommodate student needs
- Liaise with HOYs regarding examination arrangements
- Manage the collection and return of prepared examination papers

Personal and professional standards

- Support the aims and ethos of the school as defined in the school vision and values.
- Maintain confidentiality at all times.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- Take responsibility for personal development making full use of the school's professional development opportunities and training.
- To participate in performance appraisal, as required by the school's policies and practices
- To attend and contribute to team and staff meetings and training as appropriate
- To provide a courteous, prompt and polite service to all members of the school community including parents, students, all staff and visitors.
- Support whole school activities or events such as open events, fairs and staff meetings.
- Be aware and comply with all relevant policies and procedures within the school particularly those relating to child protection, equality, health and safety, code of conduct and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Business Leader or Headteacher.

Additional Information

All staff are responsible for the safeguarding of pupils and for compliance with the school's code of conduct.

This job description is current at the date shown and may change as the role develops or if any further re-structuring takes place. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Working hours will be agreed with the Business Leader, and anticipated to be 37 hours and 5 days per week, term plus 3 weeks (41 weeks) pa to include INSET days. Additional working weeks may be available for candidates able to contribute to other administrative duties or projects). It is anticipated that the role will require holiday working relating to the release of GCSE, A level and BTEC results during the second half of August as well as occasional additional exams preparation. During the exam periods there may be the need to work longer hours and there may be the occasional need to attend events out of normal hours. Time off in lieu will be given during quiet periods when there are no exam duties in discussion with the school. Please refer to the Contract of Employment part 2 and the Support Staff TOIL and Holiday Working Policy for terms and conditions.

Employees are expected to be courteous to colleagues and provide a welcoming environment to parents/carers, visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.

Person Specification

Experience and Knowledge

NVQ Level 3 / 4 or equivalent qualification or experience in a relevant discipline
Previous employment in a school / college, ideally working in the area of Exams / Data
Relevant experience of data handling and data manipulation, ideally with Arbor
Excellent Numeracy and Literacy skills
Effective use of specialist ICT packages
Understanding of the curricular requirements of the school, these to include statutory requirements

Skills and Abilities

A knowledge and understanding of the procedures and practices relating to the examinations' process
Ability to plan / organise and produce work to meet deadlines under pressure and with minimal supervision, exercising own initiative
Ability to communicate effectively and competently deal with a large volume of queries from staff, students, parents and external bodies
Ability to plan and develop systems
Ability to relate well to students and adults
Work constructively as part of a team, understanding school roles and responsibilities and own position within these
Have some supervisory responsibility for temporarily assigned or shared employees, including on-the-job training or the allocation and checking of work for quality and quantity
Ability to work within clearly defined rules and procedures involving decisions chosen from a range of established alternative; such decisions may have a noticeable effect on the internal operations of the school or on the provision of service to students or parents
Ability to produce written work of a high quality and maintain data accurately at all times
Exercise a high degree of integrity and confidentiality when handling material, candidate data and results
Be flexible, particularly in relation to the hours worked during peak times

The above list of duties may change from time to time and the job holder is expected to undertake any other duties as reasonably requested by the Business Leader.