



## Heathcote School and Science College - *Encourage, Challenge, Succeed*

### JOB DESCRIPTION

<b>Job Title :</b>	Examinations Officer
<b>Responsible to:</b>	Data Manager
<b>Responsible for:</b>	Exam Invigilators
<b>Grade/pay range:</b>	SO1 23-25
<b>Hours:</b>	36 hours, Term time plus 5 Inset days plus 3 weeks outside of term time

<b>Job Purpose</b>	Liaising with the Senior Leadership Team and Extended Leadership Team and other relevant staff regarding examination entries, coursework, and assessment procedures and protocols, and ensuring the smooth running of the examination cycle at all key stages for both internal and external examinations.
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### Main Responsibilities

#### Administration

1. To be responsible for the planning and administering of all internal and external examinations and ensuring the smooth running of the examination cycle.
2. To be responsible for issuing pupils with their entry slips and examination contracts and checking entries are correct and agreed by both pupils (through contracts) and staff, referring any issues of non-return or disagreement to the relevant Deputy Headteacher/Assistant Head teacher.
3. To be responsible for the administration of all examination papers and stationery as they arrive. Ensuring storage of examination papers is in line with JCQ regulations.
4. To be responsible for ensuring all special considerations and any other requirements related to the smooth running of the examination system are carried out.
5. To be responsible for data entry of all examinations and assessment related data on the School's MIS and ensuring there are paper backup files in case of ICT failure.

6. To be responsible for liaising with the SENDCO to ensure that access arrangements for qualifying pupils with learning difficulties are met in accordance with the JCQ regulations and that these are accommodated within the examinations.
7. Liaising with the SEN Administrator to organise access arrangements for all pupils who have special education needs for examinations and make application to the JCQ for these arrangements
8. To be responsible for the uploading and downloading of key examinations data from examination boards and EDI systems in a timely manner.
9. To be responsible for the examinations Cost Centre budget and effective monitoring of expenditure against the budget.
10. To be responsible for liaising with Heads of Departments and/or any other members of staff to ensure that the correct entries are made for all public examinations
11. To be responsible for making arrangements for pupils at this school to take examinations in community languages that they may have studied elsewhere.
12. Liaise with the Senior Cover Supervisor to organise Teachers in Charge for each examination where applicable.
13. Responsible for managing any inspections conducted by the JCQ.
14. To be responsible for regularly reviewing and updating all key examination documents such as; risk assessments, controlled assessment guidance and examinations, evacuation and equality policies.
15. Responsible for producing pupil and teacher examination guides annually.
16. Liaise with the Finance Manager to recover costs from parents for any missed examinations where the absence is unauthorised.
17. To be responsible for the distribution of results to pupils on examinations results day.
18. Responsible for arranging re-marks, as requested and dealing with queries about examination results from the examination board.
19. Responsible for checking certificates on arrival and assisting in the preparation for Presentation Evening or other ways of distributing certificates to candidates in line with examination board regulations.
20. Responsible for ensuring the efficient distribution to heads of subjects of examination board documentation relating to coursework (OPTEMS, mark sheets, address labels etc.), including the management of access rights to examination board websites.
21. When relevant (e.g. external candidates), preparing and checking pupil examination fees for each examination period.
22. Responsible for obtaining all moderator reports and for distributing to Head of Department and Line Manager.

## **Invigilation**

1. Responsible for day to day management of the invigilators.
2. Responsible for managing and leading an efficient and effective examinations team and producing an annual quality review of the work carried out.
3. To assist the HR Manager with the recruitment process of Invigilators as required.
4. To be responsible for organising and delivering training to all invigilators to ensure they can correctly discharge their duties as an invigilator and to ensure they are regularly updated on any changes to their responsibilities.

## **Organisation**

1. To be responsible for ensuring all examination board deadlines are met.
2. To be responsible for the construction of examination timetables when examination details are released, in liaison with the Leadership Team, in order to determine issues related to invigilation, study leave and general school planning.
3. To be responsible for ensuring all examination statement of entries and timetables are distributed to pupils and staff in a timely manner.
4. To be responsible for managing all examination clashes and making appropriate alternative provisions during clashes.
5. To be responsible for managing the room changes arising from examinations displacing lessons in teaching rooms.
6. To be responsible for planning the practical elements of the examination process, such as; producing seating plans, supplying appropriate stationery in examination rooms, correct signage, examination papers distributed and attendance monitoring.
7. To be responsible for the checking all completed examination answer papers are checked, sorted, prepared and dispatched according to JCQ regulations.
8. Liaise with the site staff to ensure examination regulations are fully met when laying out the examination locations.
9. To be responsible for the legal compliance with all JCQ regulations.
10. To ensure all consumables required for administering the examinations are procured in a timely manner.
11. To be responsible at the end of each examination for the; packaging, secure storage and dispatch of completed scripts to examination boards.
12. To be responsible for the planning and coordination of all internal non-public examinations and assessments (Challenge Week)

## **DATA AND ASSESSMENT**

1. Liaising with Heads of Faculty to ensure forecast grades are sent to the examination boards in a timely manner.
2. To be responsible for establishing and downloading relevant base data for examination seasons including Modular Tests and re-sits. Ensuring that this data is correctly entered into the ICT examination system.
3. To be responsible for ensuring quality assurance checks are performed on the examination entry and results data.
4. To liaise with the relevant SLT member (Examinations) in order to check DfE statistics and examination results information before publication.
5. Responsible with the Data Manager for providing relevant statistics on examination entry and examination results to the Head Teacher, Leadership Team, the Governors, the LA and the DfE, etc.
6. To prepare annually examination results data and general pupil data packs for classroom teachers ready for the 1<sup>st</sup> day of the new academic year.

## **TRAINING**

1. Keep abreast of developments with relation to examinations and assessment and seek appropriate training if required to support those development.
2. To be a member of the local and Examination Officer's forum and National Examinations Officer's Association and to attend appropriate training.

**The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.**

## **School Vision and Ethos – Encourage, Challenge, Succeed**

For Heathcote School staff in general:

1. To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and pupils in doing the same
2. To actively support the school's school improvement priorities
3. To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff
4. To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
5. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
6. Checking emails on a daily basis to keep up to date with issues communicated within the school.
7. To provide cover for any member of the administration team in accordance with school priorities
8. To participate in appraisal reviews, in line with school policy.

9. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction and to adhere to a high challenge, low threat philosophy.
10. To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.
11. A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.
12. To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.
13. To adhere to the Whistleblowing Policy

**All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.**

We show respect by:

- Listening to what others have to say
- Thinking about our body language and demeanour
- Praising in public and challenging in private
- Working within an ethos of high challenge and low threat

We show responsibility by:

- Being proactive
- Keeping to deadlines
- Being consistent
- Being on time
- Doing our jobs to the best of our ability
- Offering help and support to others when needed
- Always being ambitious and solution-focused

We show integrity by:

- Owning up to mistakes
- Being open, reflective and honest
- Having a culture of no blame
- Doing the right thing even though it may be difficult
- Treating everyone equally