

JOB DESCRIPTION

School	Springwood High School part of West Norfolk Academies Trust
Job Title	Examinations Officer
Grade	Scale G
Hours/weeks	37 hours/week 42 weeks/year (term time +4)
Responsible to	Headteacher
Working With	Exams Invigilators External Agencies Teachers Students

How to apply

This vacancy is open to internal applicants only. To apply, please complete a letter of application which demonstrates your suitability for the role. Please e-mail your letter of application to: recruitment@westnorfolkacademiestrust.co.uk

Please also provide details of two references, to accompany your letter of application. One of these references should be your Headteacher.

Closing Date: 23rd July 2021

Purpose of the Job

To ensure the smooth, compliant running of both internal and external examinations in accordance with the regulations laid down by the awarding bodies and school policy.

Responsibilities

- Managing the daily running of external examinations. This will include ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.
- Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.
- Encouraging a positive examination culture in the school to which all staff and students subscribe.
- Liaising with all staff, e.g. heads of department regarding estimated grades and exam entries.
- Disseminating information, answering enquiries and dealing with complaints regarding examinations with staff, students and parents / guardians.
- Submitting entries for external examinations to awarding bodies in advance of deadlines.
- Organising Special Education Needs (SEN) provision for students, including liaising with the SEN coordinator regarding candidates with SEN.
- Organising the examination rooms, in accordance with regulations.
- Providing a centre timetable to include dates, times, venues and number of candidates.
- Resolving examination clashes in accordance with regulations.

- Briefing candidates on examination regulations and producing written guidelines and procedures for staff and students; ensuring candidates are aware of their own examination timetables.
- Collecting and despatching worked scripts and controlled assessments in accordance with the regulations.
- Arranging invigilation, including briefing and training invigilators in school procedures and exam board regulations.
- Being present and available in school on key dates including the days when results are notified, and overseeing the distribution of results to candidates.
- Producing analyses of examination results as soon as practicable.
- Producing statistics on examination entries and results for the Headteacher, senior management team, governors, LA, DfE, etc.
- In conjunction with the Data Manager, checking DfE and other examination statistics before publication.
- Overseeing the checking and distribution of certificates.
- Processing enquiries about results and requests for return of scripts.
- Ensuring that costs of retakes are reimbursed by candidates/departments, as appropriate.
- Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings and keeping up to date with the latest procedures and regulations for external examinations.
- Making external examination arrangements for private candidates when applicable.
- Making arrangements for internal examinations, including the production of the timetable, rooming and invigilation.
- Managing staff, be responsible for the recruitment, management and supervision of invigilators
- Provide additional support to the administration team when workload allows.
- Any other reasonable duties as commensurate with the grading of the post.

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy's financial regulations.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Level 2 English qualification	✓		Appl/Int
Level 2 Maths qualification	✓		
Level 3 Qualification		✓	

Experience	Essential	Desirable	How assessed
Highly ICT literate – able to use the internet, database, MIS systems, Microsoft Office package and e-mail	✓		Appl/Int/Ref
Experience of working to immovable deadlines	✓		
Working closely with others as part of a team	✓		
Experience in prioritising and managing workload	✓		
Experience of supervising others		✓	
Significant experience of working with young people		✓	

Skills, Attributes and Knowledge	Essential	Desirable	How assessed
Excellent attention to detail	✓		Appl/Int/Ref
Good written and verbal communication skills	✓		
Good organisational and time management skills	✓		
Ability to work effectively and remain calm under pressure	✓		
Demonstrate a commitment to equal opportunities	✓		
Ability to relate to a range of stakeholders – students, parents and staff	✓		

Personal qualities	Essential	Desirable	How assessed
Excellent interpersonal skills	✓		Appl/Int/Ref
Positive attitude to work	✓		
Professional at all times	✓		
Passionate and caring	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		
Accessible and approachable	✓		

Appl = Application form

Int = Interview

Ref = Reference