



SALE HIGH SCHOOL

JOB DESCRIPTION

Exams Officer

<u>Responsible to:</u>	Head Teacher & Governing Body
<u>Line Manager:</u>	Deputy Head
<u>Purpose:</u>	To support the school's examination structure
<u>Salary:</u>	Band 4 Pts 12-17 (£24,496 – £26,845 FTE) – Pro-rata Actual salary on commencement £21,179
<u>Hours of work:</u>	Full time 36.25 hours/week Term time only plus 6 days including INSET days

Principle responsibilities

- Lead administrator for the efficient operation of the school's examinations procedures
- To be responsible for the administration and organisation of all aspects of external and internal examinations in accordance with the regulations laid down by the awarding bodies

Main Duties and responsibilities

- Liaising with the SLT, Middle Leaders 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 exams
- Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers
- Submitting entries for external examinations to awarding bodies in advance of deadlines
- Organising the exam halls in accordance with regulations Arrange with site staff number of desks, check equipment requirements (e.g. calculators)
- Produce year 11 name cards/candidate number for GCSE examination entries
- Create exam timetable and seating using seating organiser

- Print individual candidate timetables ensuring candidates and staff have written guidelines regards regulations
- Line management of all examination invigilators including recruitment, induction, training in school procedures and be responsible for the management and supervision of invigilators
- Arrange with site staff number of desks, check equipment requirements (e.g. calculators)
- Arrange for MFL listening and reading exams with lead invigilator
- Arrange for recordings to be sent to exam board
- Ensure receipt of and secure storage of exam papers
- Organise SEN and EAL provision, including liaising with SENCo regarding candidates with SEN/EAL support for exams and speaking and listening and examinations
- Liaise with SLT and Operations Manager regarding exam open/closure for internal and external exams
- Organising exam materials, providing safe custody of papers, and liaising with couriers regards collation of exam papers in accordance with regulations
- Overseeing the checking and distribution of exam grades on results day in line with examination board requirements
- Organise certificates for the November presentation evening
- Liaise with exams inspector upon visit during exam season
- Oversee the examination appeals process
- To oversee and manage the exam budget
- Liaising with National Assessment Agency and Examinations Officers Association as appropriate
- Ensure Data Protection regulations are complied with and maintained
- Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other training as required and keeping up to date with the latest procedures for external examinations
- Providing statistics on examination entries and results for Head Teacher, Senior Leadership Team, Governors, LA and DfE
- To support the general office in administrative work as required , including use of Groupcall
- Any other reasonable duties as commensurate with this post

Health and safety responsibilities

All employees have the responsibility:

- (i) To comply with safety rules and procedure laid down in their area of activity
- (ii) To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- (iii) To use protective clothing or equipment as may be provided

- (iv) To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- (v) To co-operate with the Head Teacher in the fulfilment of the objectives of the School's Health and Safety policies.

The Head Teacher may amend these responsibilities at any time in the future in order to respond to the changing demands and needs of the School, National Incentives and Statutory Legislation, after consultation with the post holder



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Person Specification Exams Officer

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none">• Good educational background with strong literacy and numeracy skills.• GCSE's grade in English and Maths 4 or above.	
Experience	<ul style="list-style-type: none">• At least two years of working in an administrative setting• Experience of working with confidential data	<ul style="list-style-type: none">• Experience of working in school/college environment• Experience of working as an exams officer
Knowledge	<ul style="list-style-type: none">• Knowledge of GDPR Regulations and Data Protection Act 2018• Experience in data management	<ul style="list-style-type: none">• Detailed knowledge of national and local school examination policy• Knowledge of the principles of examinations timetable planning.
Skills and abilities	<ul style="list-style-type: none">• Excellent organisational skills.• Excellent written and oral communication skills.• Interact with others in a positive way• High level of attention to detail and accuracy.• Proficient in user of IT software packages• Health and safety issues as they relate to this particular environment.	

	<ul style="list-style-type: none"> • A good telephone manner. • The ability to work efficiently at speed. • The ability to be self-motivating. • The ability to work under pressure. • The ability to work with a high degree of accuracy. • The ability to prioritise. • Tact and discretion and an ability to maintain confidentiality. • To be able to follow relevant policies, procedures and regulations • To keep up to date with all relevant regulations and developments in secondary school/college curriculum and examination systems 	
Other information	<ul style="list-style-type: none"> • Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people. • Flexibility, adaptability and a willingness to be involved in change. • Commitment to further training and development of our teaching school aims. 	