

Examinations Officer Job Description

Job title	Examinations Officer
Reports to (job title)	Deputy Headteacher
Hours of work	37 hours per week, term time plus one week which has to be worked flexibly (with line manager agreement) and will require the need to work during the results week in August.
Grade and Salary Band	Grade E Scp 9 - 15

Main Responsibilities and Role Overview

- To provide effective and efficient administration of internal and public examinations.
- To liaise with teachers, students, parents and examination boards in respect of examination requirements, entries, results and communications, ensuring the school adheres to all awarding body regulation.
- To be responsible for all aspects of the conduct of internal and external examinations.
- To provide administrative support as needed.
- To create, review, update and manage all relevant exam policies.
- To supervise the exams team in school.
- To actively support the model and ethos of Witton Park Academy and AtC Trust.

Main Duties

- Coordinate and lead the examinations process at Witton Park Academy ensuring everything runs smoothly.
- Be aware of examination changes each academic year and disseminate updates to staff, pupils and parents.
- Ensure all exams related policies and procedures are in place, reviewed annually and are on the school website.
- Manage the examination entry process, including gathering information from teaching staff to ensure student entries are made correctly and on time; making amendments/withdrawals to the awarding bodies for all public exams.
- Liaise with the SENCO and submit access arrangement applications in accordance with JCQ timeframes.
- Ensure examination rooms are ready and set up as per JCQ guidelines.
- Ensure exams support staff including Invigilators are appropriately trained and operate within JCQ guidelines.
- Supervise exams support staff including arranging of Invigilator attendance rotas.
- Ensure the school is exam inspection ready.
- Work with HR to ensure invigilator paperwork is in order.
- Ensure safe storage and confidentiality of examination materials.
- Coordinate delivery, issue, and dispatch of exams papers.
- Draft and submit exam related requests including Special Consideration applications in line with board deadlines.
- Undertake results downloads and check results for accuracy in the MIS database.
- Liaise and manage the exams entry and results process for linked pupils who are with other centres.
- Administer all post-results services including; review of marking requests, recall of exam scripts and request and issue of exam certificates.
- Deal with pupil parental queries, and check to ensure all post results certificates are received and ready for distribution at the annual school awards evening.
- Provide administrative support to the Deputy Headteacher as per school needs including with pupil report cycles.

- Any other duties as reasonably requested by the Headteacher.

Individuals in this role will also:

- Undertake examination invigilation.
- Support the general duties of the administration team where required.
- Undertake supervision duties of pupils as required.

Support for the Trust/School

- To participate in training and other learning activities and professional development as required.
- To recognise your own strengths and areas of expertise and use these to advise and support others.

Equal opportunities: We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety: All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding commitment: AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.