

GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title: Exams Officer	Post No: GEN66	Grade: HC5
Organisational information: Responsible to: The headteacher Professionally responsible to: <i>(where appropriate)</i> Dimensions: <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i> Responsible for: Exam Invigilators Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i> <i>Internal:</i> Caretakers, IT Network Manager, Bursar and Senior Leadership Team. <i>External:</i>		
Main Purpose of Job: To be responsible for the administration of a small staff team, organisation of teaching absence cover and smooth running of school and public examinations.		
Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i> 1. To be responsible for examination entries for external exams to the examination boards for public exams including BTEC, GNVQ, GCSE, AS and A Level. 2. To assist in the recruitment and line management of exam invigilators and create a timetable of their responsibilities and activity. 3. To liaise with Heads of Department on pupil entries. 4. Wherever possible, to make arrangements for pupils at this school to take examinations in subjects they have studied elsewhere. This applies particularly to examinations in community languages. 5. Where feasible, to make arrangements for candidates who are not pupils at this school to take examinations here.		

6. To disseminate information about public exams to staff, pupils and their parents via the media established by the College.
7. To liaise with staff, parents, pupils and to deal with complaints and queries about public examinations.
8. To sort out examinations papers as they arrive, maintaining security and confidentiality of all papers.
9. To be responsible for the daily running of public examinations including an overview of practicals and to inform the Caretakers about arrangements that need to be made for furniture in examination rooms.
10. To liaise closely with the Deputy Head Teacher – Curriculum to check the invigilation timetable and provide information about the examination timetable, e.g. dates/times of examinations and the number of entrants.
11. To brief pupils on examination procedures and conduct, and to produce guidelines for staff and pupils.
12. To provide relevant statistics on examination entry and examination results to the Head, the Governors, the LEA and the DfES, etc, including a Report to the Governors and a section in the Governors' reports to Parents.
13. To be responsible for examination stationery, the secure collection and despatch of completed scripts. Providing an overview of coursework collection, despatch and return.
14. To assist in checking DfES statistics and examination results information before publication.
15. To accurately complete examination entries using IT wherever possible and ensuring manual back-up as appropriate.
16. To oversee the copying and distribution of results by the college.
17. To check certificates before they are handed on to the Head of Sixth Form.
18. To retrieve costs of examination entry from absentees and arrange for re-marks, reports and queries about exam results from the examination board.
19. To be present on the day the school is notified of results, or arrange for a suitable well – briefed substitute who is capable of producing the relevant statistics and can make arrangements for distributing results. (The substitute must be acceptable to the Headteacher).
20. To undertake an analysis of examination results, both A Level and GCSE, when the school is notified, and to inform the Head as soon as administratively possible.
21. To liaise closely with the Deputy Head Teacher e/c Quality Assurance to develop exam statistics that can be used for target setting, review and as a basis of raising achievement.
22. To explore the use and benefits of computer packages to streamline the administration of examinations.
23. To make arrangements for all internal examinations including timetable rooming and invigilation.
24. To liaise closely with the Deputy Head Teacher over issues of invigilation and cover.
25. To check invoices received from examination boards for accuracy, checking the expenditure of budget resources allocated by the Bursar.
26. To assist colleagues in the provision of project activities specific to the school/college and undertake any duties as agreed with the Headteacher, Bursar and SLT members.

DATA QUALITY

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:

Line management responsibilities. Organisation of exam entries. Internal and public examinations including issue of results and certificates. Oversight of teacher absence cover administration.

Other information:

- Disclosure type: enhanced.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:	Line Manager Signature:
	Date:

Date Job Description last reviewed:

October 2013

GENERIC PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

Job Title: Exams Officer			Post No: GEN66			Grade: HC5		
All candidates will be considered on their ability to meet the requirements of the person specification			Essential criteria			Method of Assessment*		
Experience			Significant experience of working in a secondary school. Significant experience of supervising other staff. Significant experience of producing complicated information on spreadsheets/monitoring a budget.			AF, I		
Skills and Abilities <i>Including personal attributes</i>			Ability to produce a high standard of work under pressure of short deadlines and colleague expectations. Ability to draft effective and accurate reports on behalf of the teaching staff. Able to communicate effectively with parents, pupils and visitors to the school. Computer literate and effective user of Word, Excel and/or SIMS. Well organised and flexible approach to work. Ability to work constructively and supportively as co-ordinator of a team. Precise attention to detail. Able to work largely on one's own initiative. Good customer care skills. Ability to organise the work of other and support exam invigilators and junior administrative staff. Proved ability to manage a large amount of statistical information. Ensuring that data submissions are completed online within tight deadlines.			AF, I		

Qualifications and Training <i>including professional qualifications</i>	Graduate level qualification in relevant field. A level Maths and English or equivalent. AAT or other accounting qualification. Record of CPD in relevant disciplines.	AF, I
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	Able to work flexible hours to meet the seasonal demands of the job, working to ensure that exam results are issued promptly on the prescribed dates. Commitment to working with young people. Willingness to work in support of the inclusive ethos of the school. Police clearance	I DBS check

Line Manager Signature:

Date:

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

October 2013