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**Wolsingham School & Community College**

**JOB DESCRIPTION**

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| **Post Title:** | Examinations Officer |
| **Job Purpose:** | Responsible for the administration needs of public examinations at KS3, KS4 and KS5 as well as mocks and internal examinations.  |
| **Reporting to:** | Deputy Headteacher |
| **Working Time:** | 8.00am – 4.30pm Monday to Thursday, 8.00am – 4.00pm Friday. |
| **Hours:** | 37 Hours per week – Term time plus 3 weeks |
| **Salary / Grade:** | Grade 7 – Point 24 – 28 - £21,067 - £23,945 – pro rata |
| **MAIN (CORE) DUTIES** | **Exams Officer*** Responsible for coordination of entries to examinations in liaison with teaching staff and Heads of subjects and years.
* Responsible for coordination of exam papers, including checking and secure storage of in accordance with exam board regulations and internal processes and procedures for non-external examinations.
* Responsible for the production of exam timetables, accommodating clashes and including distribution to students and staff.
* Responsible for arranging suitable accommodation for sitting of exams in liaison with the Site Supervisor, in accordance with regulations.
* Responsible for the supervision and management of the exam invigilators.
* Responsible for training and development and coordination of exam invigilators including the production of all necessary timetables ensuring there are enough invigilators for each exam in accordance with exam board regulations.
* Responsible for providing advice and guidance on policy and procedures relating to exams.
* Responsible for the collation of Estimated Grade Forms, Coursework Mark Forms, Forecast Grades, lists of any Special Considerations and requests for modified papers and to inform the appropriate examination boards as required.
* Responsible for collation, checking and dispatch of exam scripts.
* Responsible for the coordination of any necessary re-sits.
* Responsible for the coordination of Exam results days, including certification, press releases for summer exams.
* Responsible for the coordination of appeals and remarks.
* Responsible for managing and monitoring Examinations and Exam Admin budgets.
* To coordinate the collection of fees for re-sits and external examination entries.
* Responsible for all health and safety issues including knowing how to deal with emergencies in examination conditions, including evacuation routes from the building.
* Attend any necessary meetings and or training events to ensure knowledge of and compliance with current procedures and legislation.
* Role requires working with a team.
* Maintain a high level of pastoral care to students within the class and throughout the school.
* Role requires working with a team.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
* The post-holder may undertake any other duties that are commensurate with the post.
* The post-holder has common duties and responsibilities in the areas of:- Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.
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| **Enhancing own knowledge, skills and understanding** | * To attend training courses relevant to the post, ensuring continuing personal and professional development.
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| **Additional Duties:** | * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.
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| This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. |
| The post-holder has a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with. |

Signed: ………………………………………………………………………..

Date: ………………………………………………………………………..

Signed: ……………………………………………………………………….. – Line Manager

Date: ………………………………………………………………………..