



Job Description

Post Title:	EXAMS OFFICER
Name:	
Purpose:	The core focus of this job is to be responsible for the efficient and effective running of all internal and external examinations within for the school, including liaising with staff, pupils, invigilators and examination boards.
Reporting to:	Deputy Headteacher
Responsible for:	Teaching staff and other relevant personnel within the department under the overall direction and guidance of the Deputy Headteacher/ Headteacher
Liaising with:	Heads of Department, Senior Leaders and other key staff.
Working Time:	195 days per year, 30 hours per week
Salary/Grade:	
MAIN (CORE) DUTIES:	
Catholic Ethos	To ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
Operational Management	<ul style="list-style-type: none"> • Oversee all arrangements for all public examination entries • Responsible for the overall smooth running of internal and external examinations, ensuring that all administration and preparation is undertaken • Complete examination entries and store securely and send completed examination papers to examination boards by deadlines • Makes preparations for examinations, including setting up the room, attendance registers, storing papers securely, providing and checking seating plans and stationery. • Undertake exam invigilation duties • Organise appropriate arrangements for the support of candidates with special examination requirements • Deal with issues relating to appeals, remarking and other administrative issues
Communications	<ul style="list-style-type: none"> • Liaise with examination boards to ensure that accurate administration of all examinations, including ensuring compliance with examination boards rules, coursework requirements • Provides advice and disseminates examination information to staff, pupils and parents/carers, including exam and invigilation timetables, guidelines and querying results • Liaises with staff/heads of departments regarding pupil examination entries
Resource management	<ul style="list-style-type: none"> • Manages the examination budget • Organises exam invigilators, including timetabling, allocation of work, training and ensuring up to date information is provided to them <p>Responsible for the safe storage of the examinations papers, examination</p>

	certificates and examination results
Safeguarding	<ul style="list-style-type: none"> To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Planning and Organising	<ul style="list-style-type: none"> Lead role in coordinating the arrangements for internal examinations, development of exam timetables and coordination of exam invigilators
Data Protection	<ul style="list-style-type: none"> To comply with the policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Health & Safety	<ul style="list-style-type: none"> Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.] Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation.
Date of Issue	November 2019

Management of Resources:	<ul style="list-style-type: none"> • to assist the SENDCO in the management of the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down • to work with the SENDCO in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.
Pastoral System:	<ul style="list-style-type: none"> • to monitor and support the overall progress and development of students within the department. • to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • to act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description. • to contribute to PSHE, citizenship and enterprise according to school policy. • to ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
Teaching:	<ul style="list-style-type: none"> • to undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher as outlined in the general Job Description.
Additional Duties:	<ul style="list-style-type: none"> • to undertake any other duty as specified by STPCD not mentioned in the above. • 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 a manager to undertake work of a similar level that is not specified in this job description.
<p>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.</p>	

28 November 2019