



Churchill Community College

Job Outline

Post	Examinations Officer
Scale	Grade 7
Responsible to	Deputy Headteacher or designated member of staff

Main Duties of the Post

Under the guidance of senior staff:

You will be responsible for undertaking administrative, financial, organisational processes within the school.

To manage internal and external examination administration.

To manage teacher and supply cover.

To act as Educational Visits Coordinator.

Organisation

- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events etc
 - Responsibility to ensure the College complies with North Tyneside's policy on Educational visits
 - Advising and assisting staff in their organisation of Educational Visits, following the Educational Visits policy.
 - Advising and assisting staff in carrying out Risk Assessments for Educational Visits.
 - Liaising with LA to obtain appropriate permissions
- Arranging and managing supply cover (supported during exam periods)
 - Arranging cover for teachers who are absent, using computer software programme
 - Liaison with staff member responsible for CPD
 - Liaison with Learning Progress Tutors and their line manager
 - Liaison with Supply agencies
- Supervise, train and develop staff, as appropriate for Educational visits and Invigilation.
- Responsible for College diary
- Full responsibility for internal and external examinations

Administration

- Coordinating and managing all aspects of examination entry and results, including downloading results and providing information to LA, Leadership Team and Heads of Department
- Enter data regarding exam entries.
- Analyse and evaluate data/information and produce reports/
- Provide relevant information/data, as required for Curriculum Leaders
- Providing Learning coordinators and tutors with all information regarding internal and external assessments.
- Liaising with Curriculum Leaders over examination entries
- Liaising with Additional Educational Needs Co-ordinator on special arrangements for SEN students
- Work with Assistant Headteacher to gather information to set examination
- Working with Assistant Headteacher particularly during the GCSE and Post-16 results period. It is therefore necessary to be available during this period, which falls within the school holidays.
- Undertake typing and word-processing and complex IT based tasks
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc including completion of all special considerations paperwork.
- Informing students and parents of examination details
- Administering “exam clashes” and arranging supervision of candidates.
- Arranging the collection and return of exam papers and scripts on exam days
- Operating a post results service and following up appeals etc.
- Ensuring all students receive appropriate certification.

Resources

- Operate relevant equipment/complex ICT packages.
- Developing information to be placed on College website
- Monitor and manage re-sit fees as required.
- Reconciling examination invoices with student entries.
- Budget holder for Exams, assist in the administration of Exam Income and Expenditure budgets.
- Provide advice and guidance to staff, students and others
- Undertake research and obtain information to inform decisions
- Undertake administration of complex procedures
- Complete and submit forms, returns, etc.

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development, as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To safeguard and promote the welfare of young people

General

To undertake any other duties appropriate to the grade of the post as requested by line manager or Headteacher.

Agreed that the Job Outline is a fair and accurate statement of the requirements of the job

Job Holder

Date

Line Manager

Date

NORTH TYNESIDE COUNCIL
EDUCATION AND CULTURAL SERVICES

Person Specification

Post Administration and Organization

Scale

Area	Criteria	Requirement
Skills/Knowledge/Aptitudes	<ul style="list-style-type: none"> • Effective use of ICT and other specialist equipment/resources • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Very good ICT skills • Ability to relate well to children and adults • Work constructively as part of a team: understanding school roles and responsibilities and your own position within these • Ability to self-evaluate learning needs and actively seek learning opportunities 	<p>Essential</p> <p>Essential</p> <p>Essential Essential</p> <p>Essential</p> <p>Essential</p>
Qualifications and Training	<ul style="list-style-type: none"> • NVQ Level 3 in relevant discipline • Very good numeracy/literacy skills 	<p>Essential</p> <p>Essential</p>
Experience	<ul style="list-style-type: none"> • Experience of development, management and operation of administrative systems 	<p>Desirable</p>
Disposition	<ul style="list-style-type: none"> • Good Sense of Humour 	<p>Desirable</p>

NORTH TYNESIDE COUNCIL
EDUCATION AND CULTURAL SERVICES

Conditions of Service

Post Administration and Organization

Scale

Full time Annual Salary	Working Week	Holiday Entitlement
<p>Incremental progression shall be 1st April each year (or six months after their appointment if first appointed between 1st October and 31st March) until the maximum of the scale is reached</p>	<p>37 hours per week 52/52 Working five days per week</p>	<p>The minimum paid annual leave entitlement is 23 days (20 days annual + 3 extra statutory days) rising to 28 days (25 +3) per year after five years' continuous service.</p> <p>The annual leave entitlement of employees leaving or joining the Authority is proportionate to their completed service during the year.</p> <p>These staff should be given a holiday card, which is completed and authorized by the line manager.</p> <p>Holidays can be taken in term time unless otherwise specified on the contract of employment.</p>
<p>Incremental progression shall be 1st April each year (or six months after their appointment) until the maximum of the scale is reached</p>	<p>46/52 Working five days per week</p>	<p>Staff will be entitled to all school holidays except during the post-results period in August, when he or she will be required to work.</p> <p>The post-holder will be required to work up to eight days call-in days per year, during holiday periods.</p> <p>Additional days worked will be negotiated in accordance with the Support Staff Local Working Arrangements.</p>
<p>Part-time employees shall have applied to them the Pay and Conditions of service pro-rata to a comparable full time employee</p>		