



## THE JOHN COLET SCHOOL JOB DESCRIPTION

**POST:** Examinations Officer

**GRADE:** Range 5

**PATTERN:** 37 hours per week with flexibility required during peak exam season, 39 Weeks (term time and 3 INSET days; plus 5 days in the summer holiday for results days). Plus up to 2 INSET days on a timesheet basis.

**RESPONSIBLE TO:** Senior Leadership Team

*This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

### **DUTIES AND RESPONSIBILITIES**

External Examinations (Progress Tests, GCSE, AS, A-level, BTEC and all other courses which require an entry being made with an examination board)

- Organise all external examination series and ensure they are run according to JCQ and examination board regulations.
- Be responsible for the integrity, security and confidentiality of the examinations process.
- Liaise with Subject Team Leaders (STLs) on examination entries and examination board requirements.
- Keep up-to-date on examination board requirements reporting implications to the Headteacher/Senior Leadership Team (SLT).
- Organise and input the entries for external examinations.
- Liaise with the Head of Sixth Form, Subject Team Leaders and the Finance Office with regard to retakes.
- To be a point of contact for STLs, students and parents with examination board queries.
- Be responsible for the examinations module within school MIS
- Line manage the Exams Assistant and oversee the exams invigilation team.
- Ensure that sufficient Invigilators are present for each examination and that they are appropriately trained.
- Organise, distribute and return examination board paperwork (e.g. student individual statements, coursework marks).
- Publish and distribute external examination timetables to the necessary audiences.
- Produce, update, publish and distribute the School's Examinations Procedure, Appeals Policy, Enquiries about Results Policy to the necessary audiences as required by the JCQ.
- Prepare and distribute the School's examination information for stakeholders.
- Check and store securely, in line with examination board requirements, examination papers.
- Liaise with examination boards over incomplete/missing examination papers.
- Organise and distribute pre-release material and examination papers in line with school and exam board requirements, including download of digital files required for exams.
- Arrange for external and collaboration candidates to take examinations at the School in line with school policies.

- Liaise with the appropriate members of staff to ensure appropriate rooming requirements, IT requires and facilities requirements are met for examinations.
- Liaise with the SENDCo on student access arrangements.
- Arrange for JCS students to sit examinations off-site when conditions dictate.
- Organise the seating of the examinations.
- Be responsible for the start of examinations, coordinating examination invigilation and completing necessary paperwork.
- Organise and maintain sufficient general stationery and other materials and equipment needed for any particular examination.
- Coordinate contact of absentee students on the day of an examination to determine whether they are able to sit it or not and to make appropriate arrangements.
- Check-in all examination papers, package appropriately including necessary paperwork and arranging collection.
- Complete special consideration paperwork.
- Download examination results on the national notification and release dates, prepare individual student statements and arrange their distribution.
- Be the point of contact for post results queries from staff, students, parents, LA, DfE and examination boards (e.g. requesting remarks)

### **Internal Examinations**

- Organise internal examinations including overseeing the schedule of invigilators.
- Liaise with Subject Team Leaders (STLs) on examination requirements.
- Ensure that the entire examination process is in line with school policy including the integrity, security and confidentiality of the examinations process.
- Be the point of contact for STL, student and parental queries.
- Organise, distribute and return examination paperwork.
- Publish internal examination timetables and other related information to the necessary audiences.
- Coordinate the collection of examination papers from STLs prior to the examination.
- Liaise with the Cover Manager and the Facilities Manager on rooming and facilities requirements.
- Organise the seating of the examinations.
- Be responsible for the start of examinations, working with STLs, Year Tutors and examination invigilators and completing necessary paperwork.
- Arrange for examination papers to be returned to STLs.

### **General**

- To provide support to pupils during periods of contact and help promote a general feeling of well-being within the school.
- To participate in the school's appraisal system.
- To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.
- To undertake other work as directed by your Line Manager

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**June 2024**