



ST MARY'S CALNE

Examinations Officer **Job Description**

Job Summary

The Examinations Officer is responsible for the administration, organisation and smooth running of public examinations and, in addition, the mock examinations for the UV (year 11) and UVI (year 13). The post-holder is also required to work closely with staff administering other types of examinations in order to avoid clashes. The Examinations Officer reports directly to the Deputy Head Academic and is responsible to the Head for all aspects of his/her work.

Main Responsibilities

- Liaison with the Deputy Head Academic and Heads of Department to ensure that correct entries are made for all I/GCSE and A Level, as agreed by both students and staff.
- Drawing up examination timetables as soon as is practicable in order to determine issues related to invigilation, study leave and general centre planning.
- Booking room for examinations (informing any relevant parties) and producing seating plans for each room in accordance with JCQ regulations. Ensure all access arrangements are covered (for example, single rooms).
- Recruitment, training, co-ordination and management of all invigilators. Requesting availability and drawing up invigilation timetables well in advance of written, oral and Art examinations.
- Checking and ensuring the security of examination papers and related materials from receipt and dispatch after examination, maintaining written logs of receipt and dispatch.
- Applying for and managing special considerations and any other requirements related to the examination system.
- Liaison with the Deputy Head Academic regarding invigilation, clashes of examinations and any other issues relating to the smooth running of the public examination in the centre.
- Issue students with their entry slips, making any necessary corrections; issue rules of conduct to all students and staff; Update the Examination Handbook, issue to students and publish on the school's intranet for reference.
- Book, prepare, organise and supervise the examinations in accordance with the regulations laid down by the Joint Council for Qualifications (JCQ) and Cambridge International.
- Supply of all the necessary stationery and materials related to examinations.
- Liaison with the Head of Learning Support and apply for Access Arrangements in accordance with the JCQ regulations. Ensure all provisions are in place - word processors, readers, scribes, individual invigilation - and that students are informed of their special arrangements.
- Arrange for collection and dispatch of Controlled Assessments and NEAs, Oral and Practical examinations and additional papers not included in the JCQ Parcelforce agreement.

- Arranging the despatch of completed examination scripts to addresses indicated by the examination board immediately following each sitting using the 'Yellow Label' Parcelforce system, retaining a log of all packages dispatched.
- Ensure that word processors are provided for candidates who require them for specific examinations and that the examination is printed correctly and dispatched with all necessary cover sheets.
- Administration to be carried out when public examination results are published:
- Available in August when I/GCSE and A Level results are published, distributing documentation to staff and dealing with queries, where appropriate, from students, staff and parents.
- Send for reviews of results, script requests, etc, and disseminate the results of these to SLT, Heads of Department, and relevant parents.
- Produce statistical data related to all entries and the analysis of results in the format agreed with the Deputy Head Academic and Academic Data Manager, and to update these regularly in the light of reviews of results.
- Liaison with the Deputy Head Academic and Director of Sixth Form in regard to Sixth Form results and retakes.
- Liaison with the Deputy Head Academic on the provision of statistics for the Head, Governors, the ISC and DFE/ALIS/ISI.
- Check all examination fees and charges from each examination board.
- Prepare and check student examination fees for each examination period and pass to the Bursary for invoicing.
- Management and verification of invigilators' hours and pass to the Bursary for payment.
- Prepare all certificates for presentation in Chapel (I/GCSE) and for dispatch by signed delivery for all leavers (A level and I/GSCE)

Throughout the year:

- Ensure that the Deputy Head Academic, Senior Deputy Head and Heads of Department are fully updated on all dates, changes in examination procedures, entries and results.
- Keep up to date with examination requirements, including the development of appropriate computer systems that meet the needs of the public examination system.
- Use and keep fully trained for the use of St Mary's MIS (iSAMS) to make examination entries and record results.
- Attend conferences and meetings related to the position of Examinations Officer as may be required.
- Liaison with the Academic Data Manager to send all necessary standardised test data relating to entries and results to the CEM Centre at Durham University.

Mock Examinations:

- Responsible for the administration of the mock examinations in the UV and UVI Form.
- Liaison with the Head of Learning Support regarding the required access arrangements for the mock examinations in order to gather evidence for the external examinations.
- Provide readers/scribes and individual invigilators as required for mock examinations.
- Timetable the use of Old Mews for girls who need an individual room for their mock examinations and any other rooms required (e.g. for Language listening examinations).
- Liaison with the Heads of Department regarding their requirements for mock examinations and create an exam timetable for the UV and UVI Form Mock examinations
- Provide external invigilators for at least one UV mock English paper and one UV mock Maths paper.
- Liaison with the Deputy Head Academic to ensure that all other internal mock examinations are invigilated by appropriate teaching staff.

Admissions Support:

- Provide invigilators as requested for Scholarship and Admissions examinations.

This list is not exhaustive and the post holder will be expected to perform any other tasks that are reasonably assigned.

Person Specification

	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none">• NVQ in administration or equivalent training and experience• Evidence of continued personal professional development and expectation of willingness to continue to develop own professional skills.	<ul style="list-style-type: none">• Educated to degree level
Knowledge and Experience	<ul style="list-style-type: none">• Significant administration experience• Event organisation experience• Demonstrable experience of delivering exceptional customer service both internally and externally.	<ul style="list-style-type: none">• Knowledge of the examinations system, preferably with experience as an Exams Officer• Experience in organising events• Experience of staff recruitment and management
Skills	<ul style="list-style-type: none">• Strong administrative skills including being a highly competent computer user (Microsoft packages, databases etc)• Forward planning, accuracy and attention to detail.• Good time management skills with the ability to prioritise tasks to achieve multiple deadlines.• Excellent communication skills both written and oral• Able to work well within a team and on own• Proactive approach to work• Resilient and adaptable• Excellent level of ICT.• Ability to work with others on all levels, lead, manage, motivate and train a team of staff.	

EXTRACT FROM ST MARY'S CALNE CHILD PROTECTION POLICY

St Mary's Calne fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education Keeping Children Safe in Education, 2022 and are aware of our obligations under the Human Rights Act 1998 and Equality Act 2010. Our policy takes full regard to Working Together to Safeguard Children 2018 (WT), What to do if you are Worried a Child is Being Abused (2015) and the National Minimum Boarding Standards (2022).

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

(September 2022)