



Examinations Officer

for Our Lady of Walsingham Multi Academy Trust

Job Description

Our Lady of Walsingham Multi Academy Trust strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

All staff have a responsibility and have a duty to ensure that their work and interaction with all individuals fully reflects the school's distinctive ethos and mission statement as a Catholic School.

Salary: Grade 5 Points 20-25 £30,298 - £33,945 FTE (£24,951-£27,954 actual)

Hours: 35 hours per week / 40 weeks per year

Reports to: Deputy Headteacher

Job Purpose: To assist in managing the exams/assessment. Responsible for the administration, organisation and smooth running of public examinations.

Job Role:

To manage and coordinate all aspects of the examination administration and organisation throughout the academic year, including: -

- Compile and distribute the examination timetable, prepare seating plans for each examination and liaise with the Premises Manager about examination venues and seating plans
- Issue students with their individual candidate timetables and information from Joint Council for Qualifications, dealing with all queries and timetable clashes
- Receive and check for accuracy, despatches of examination papers and related materials from examination boards
- Book, prepare, organise and supervise the examinations in accordance with the regulations laid down by all the examination boards, ensuring candidates are organised and invigilators are in place
- Arrange for the collection and despatch of coursework, oral and practical examinations
- Arrange for the despatch of completed examination scripts to send to the appropriate examination board immediately following each exam sitting
- Manage centre inspections
- Manage the selection and recruitment of invigilators, as necessary. Induct, train and manage a team of invigilators, acting as lead signatory for invigilator's claim forms and to keep a record of the individual hours worked. Ensure DBS checks complete.
- Disseminate examination information on the school website to all stakeholders

- Coordinate special arrangements and considerations before the public examinations, liaising with SEND Manager accordingly, ensuring familiarity with the information provided by from Joint Council for Qualifications, in the Access Arrangements, Reasonable Adjustments and Special Consideration Handbook and to ensure SEND Manager have updated information each year
- Coordinate arrangements for access students during public examinations, making appropriate rooming, invigilation and seating plans during the examinations
- Manage the document for all examination centre polices for the centre
- Manage the administration of the school's mock examinations
- Manage the examination results administration and post exam procedures, including receiving and transferring result files, liaising with the Head of Centre as soon as results are known
- Produce and distribute candidate result letters to students, dealing with all queries, where appropriate
- Support the Head of Centre with statistical result analysis
- Receive and check all examination certificates issued from awarding bodies post results process
- Manage the examinations budget, with responsibility to authorise all examination invoices, maintaining a spreadsheet of examination expenditure and forecast predicted examination expenditure each year. Keep a record of examination fees each examination period
- Attend awarding body Examination Officer Network Meetings
- To comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

It is a requirement that this post holder is available to work during the week of GCSE A Level and GCSE results days every year.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not specifically be identified. The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out additional duties within the context of the job, skills and grade.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and be conscious that an email sent from a school account, in essence, represents the school.

The school will endeavour to make any necessary adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition.

Signed (Postholder)

Date

Headteacher

Date

Person Specification

	Essential	Desirable
Qualifications and Experience		
Grade 4 or above pass in English GCSE (or equivalent)	✓	
Grade 4 or above pass in Maths GCSE (or equivalent)	✓	
Experience of working with students across the secondary age range and with learning difficulties or disabilities		✓
Personal Qualities		
Excellent organisational skills	✓	
Excellent communication skills	✓	
Good listening skills	✓	
Stamina, energy, resilience and sense of humour	✓	
Calm and patient	✓	
Team player	✓	
Flexible	✓	
Skills and Abilities		
Understand and comply with procedures and legislation relating to confidentiality	✓	
Ability to exchange routine verbal information clearly and sensitively with students and adults	✓	
Ability to observe and monitor progress and maintain records	✓	
Good understanding of the way in which children develop in relation to the role	✓	
Understand the importance of physical and emotional wellbeing	✓	
Ability to support student who maybe unwell	✓	
Ability to follow written and oral instructions and to carry out instructions.	✓	
Ability to motivate/encourage/empower students and adults.	✓	
Good understanding of the learning experience provided by the School		✓
Establish effective relationships with those working in and with the School	✓	
Empathetic, assertive and a good role model	✓	
Able to work effectively in teams as member or leader	✓	
Able to self-manage, make decisions and work on own initiative	✓	
Ability to know when and how to seek support.	✓	
Able to ensure that tight, strict deadlines are met	✓	
Demonstrate a commitment to equality	✓	
Understanding of Health & Safety	✓	
Understand and comply with Safeguarding and Child Protection procedures	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	