



PLASHET SCHOOL

COMMUNITY, EQUALITY, ACHIEVEMENT

Examinations Officer Job Description

Line Managed by: Assistant Head Teacher

Scale: PO2, point 29 - 32 (£39,951- £42,840)

Hours: 36 hours per week, term-time + 3 weeks. Please note that some of the duties for which the post holder is responsible need to be carried out early in the morning at certain times of the year. This role requires presence in August for the week of GCSE examination results day and the week after.

Disclosure level: Enhanced

Contract: Permanent

Purpose of Job

- To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exam administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process.
- To support the Head of Centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.
- To act on behalf of and be the main point of contact for the centre in matters relating to the general administration of awarding body examinations and assessments.
- To liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met.
- To ensure examinations are conducted in accordance with the regulations.
- To work proactively to avoid malpractice among students and staff and to support the Head of Centre in taking all reasonable steps to prevent the occurrence of any malpractice or maladministration before, during the course of and after examinations have taken place.
- To work as the Officer responsible for managing and administering all stages and processes of both internal and external examinations with little recourse to others and ensuring an efficient service to all staff and students.
- To lead, develop and motivate the Examination Assistant and team of invigilators to deliver a flexible and supportive service.
- To be the front line interface between all staff and students for the smooth running and administration of all examinations.
- To ensure that all aspects of the day-to-day organisation of the examination boards requirements are fully complied with to enable the centre to maintain its examination status.
- To be responsible for the complex timetable for the wide range of internal and external examinations.
- To work with the Head Teacher and Assistant Head Teacher in the detailed day-to-day administration of all matters relating to the preparation, planning execution and conclusion of internal/external examinations.

Note: This post involves substantial use of a visual display screen. The Officer will be able to plan their workflow to give necessary changes in activity away from the screen.

Main Duties and Responsibilities

Before examinations

Planning

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process.
- Research and understand qualifications and how they are assessed.
- Identify and access relevant support available from external stakeholders - Awarding bodies/JCQ/Network group/The Exams Office etc.
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
- Effectively use JCQ and awarding body online tools where required e.g. the Centre Admin Portal (CAP), secure extranet sites.
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools.
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met. This will be achieved by creating and working to an annual exams plan.
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders.
- Brief candidates/staff/parents/carers on examination regulations and requirements.
- Actively support the Head of Centre in cooperating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit.
- Annually confirms the information required by the National Centre Number Register as administered by OCR on behalf of the JCQ and informs of any changes to centre status.
- Manage arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations.
- Supports the Head of Centre in managing *Conflicts of Interest* by informing the awarding bodies to timescale and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
- Contribute to the creation/review/update of exam-related policies as required by the regulations and accurately reflecting working practices in the centre.
- Support the Special Educational Needs Coordinator (SENDCo) in implementing examination access arrangements or reasonable adjustments for eligible candidates including processing approval applications and requesting modified papers by the published deadlines.

Entries

- Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations and assessments.
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification.
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees.
- Maintain required identifiers for each candidate entered for an examination or assessment and enter candidates who are on roll at the centre as internal candidates.
- Verify the identity of all students that are entered for examinations or assessments.
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data.
- Liaise with Finance to ensure fees are paid as instructed and at the time specified by the awarding bodies.
- Submit any applications for transferred candidate arrangements in accordance with the awarding body requirements.
- Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre.

Pre-exams

- Recruit, train, update and manage a team of invigilators.
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations.
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) in accordance with the regulations.
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations.
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place.
- Confirm relevant internal stakeholders complete administrative tasks associated with centre-assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators.
- Support the Special Educational Needs Coordinator (SENDCo) in implementing examination access arrangements or reasonable adjustments for eligible candidates including appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking.

During examinations

- Effectively deploy fully trained invigilators to exam rooms according to the requirements.
- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules.
- Ensure all exam accommodation is prepared in accordance with the requirements.
- Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations.
- Manage unexpected issues/irregularities that may affect the conduct of examinations.
- Support the Head of Centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies.
- Manage emergency access arrangements for eligible candidates as the need may arise during exam time.
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements.
- Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria.

After examinations - Results and Post-Results

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services.
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules.
- Effectively use internal and external IT systems to access and manage awarding body results information.
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools.
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines.
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations

Other

- Support the Data Lead in the production of student reports and internal examination result sheets for parents/carers.
- Undertake training, update or review sessions as required.

- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Head of centre/LT responsible for examinations, for example:
 - The preparation for and conduct of internal examinations under external examination conditions.
 - Other exams-related administrative tasks.

Working Relationships

- To liaise with Subject & Curriculum Leaders with regard to examination entry information and controlled coursework marks and to ensure that this data is submitted to Awarding Organisations in a timely and accurate manner.
- To liaise with examination boards throughout the academic year to provide updated information regarding syllabuses, deadline for entries and controlled assessments and any other relevant information (e.g. Student guides) for Heads of Departments, students and parents.
- To liaise with Subject Leaders/SENDCo with regard to Special Examination Arrangements for specific students taking internal and external examinations and Controlled Assessments.

Line Management, Administrative Duties, Supervision and Training

- To line manage and supervise the work of the Data Lead & Examination Assistant.
- To recruit, train and manage a large team of exam invigilators.
- To line manage the Lead Invigilator(s) so they can act as a point-of-call for invigilator queries. To provide exam invigilators with timetables in advance of internal and external examinations and to oversee the appropriate conduct of all examinations (internal and external) and controlled assessments.
- Manage the timesheets of invigilators, ensuring accuracy and timely submission for payment.
- To be responsible for the coordination of payment of examination resits fees.
- To liaise with Examination boards on all issues relating to exam board regulations, to and interpret such regulations to ensure that all examinations are run in an appropriate manner and that all staff involved are aware of and understand the agreed procedures'.

Generic Responsibilities

- To perform other duties, including covering the essential work of absent administrative colleagues, commensurate with the grading of the post, as directed by the Line Manager.
- Be flexible in working according to the needs of the school. This may include assisting in other areas and occasional other events with appropriate overtime pay.
- Carry out responsibilities with due regard to the School's policy, organisation and arrangements for Health & Safety at work and current Health & Safety legislation.
- Carry out duties in line with equality and diversity principles and be sensitive to the needs of others, promoting a positive approach to a harmonious working environment.
- Undertaking the necessary training required in order to keep up to date with developments as identified through Plashet Appraisal System.
- Perform other such duties of a similar nature as from time to time may be required by the Head Teacher.
- Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the school's ongoing needs.
- To liaise with staff, students, visitors and external agencies in a professional manner.
- To evaluate and improve own practice, which may lead to improvements in the day-to-day running of the school and to take responsibility for personal professional development.
- To maintain a professional portfolio of evidence to support the Appraisal process.
- To be committed to safeguarding and promoting the welfare of children and young people and follow the child protection and safeguarding policy.
- Support the aims and ethos of the school.
- Promote and model good relationships with students, colleagues, parents/carers and visitors.
- Set a good example in terms of dress, punctuality and attendance.

Training and Development

The school has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous

professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Health and Safety

The postholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Health and Safety Policy, and in any risk assessments relevant to the post holder's role or circumstances.

Equality and Diversity

We are committed to, and champion, equality and diversity in all aspects of employment with the school and the London Borough of Newham. As such it is committed to fulfilling its equality duty obligations, and expects all staff and volunteers to share this commitment. The duty requires the school to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics and people who do not share them. Staff and volunteers are required to treat all people with whom they come into contact with dignity and respect, and are entitled to expect this in return. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. The post-holder will be expected to carry out all duties in the context of, and in compliance with, all the School's policies and procedures and in compliance with the London Borough of Newham's Equal Opportunities Policies, Plashet EDI Policy and Staff Code of Conduct.

Safeguarding

The member of staff will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. They will uphold, support and act upon the school Safeguarding Policies and practice ensuring they have an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. Every member of staff is responsible for ensuring that the school child protection & safeguarding policy is adhered to and concerns are raised in accordance with this policy. They will attend Safeguarding meetings and events as appropriate and work with the Designated Safeguarding Lead and Safeguarding team to promote strong, secure systems and development of ethos across the school.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a postholder will carry out. Employees will be expected to comply with any reasonable request from a manager or be required to do other duties appropriate to the level of the role, as directed by the Head Teacher.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender identity, sex, or sexual orientation.

I have read, understood and accepted the above job description.

Postholder's signature:

Date:

Headteacher's signature:

Date:

Examinations Officer Person Specification

1 = Application Form 2 = Interview 3 = Proof of Qualification

Attributes	Essential	Desirable	Measured
Skills and Abilities			
Ability to communicate, (in writing and orally) effectively at all levels.	X		1 & 2
Polite and effective interpersonal skills.	X		1
Competent with common IT systems, e.g. Microsoft Office, MIS.	X		1 & 2
Excellent time management and strategic planning.	X		1 & 2
Ability to work flexibly and quickly under pressure.	X		1 & 2
Ability to work across multiple projects and deadlines.	X		1 & 2
Able to take responsibility and act on own initiative.	X		1
Ability to follow policies and procedures set by the school and external agencies.	X		1
Experience			
Experience of working in a secondary school/college administrative environment.	X		1 & 2
Managing the administration of public examinations.	X		1 & 2
Working with confidential and/or sensitive materials.	X		1 & 2
Managing other members of staff, such as invigilators.	X		1 & 2
Managing time and workload to meet deadlines.	X		1 & 2
Using a management information system (MIS).	X		1 & 2
Working with awarding bodies and regulatory organisations, e.g. JCQ.	X		1 & 2
Complying with statutory regulations set by external bodies.	X		1 & 2
Understanding of Data Protection principles.	X		1 & 2
Education and Training			
GCSE English and Maths grade C/5 or above.	X		3
Educated to A level/Level 3 standard.	X		3
Degree/Level 6, 7 or 8 qualification.	X		3
Personal Qualities			
A high level of attention to detail and organisational skills.	X		1 & 2
Ability to work and keep calm under pressure.	X		1 & 2
Ability to work well in leading a team, as well as independently.	X		1 & 2
Equality			
Able to identify and act on discrimination.	X		2