

# Examinations Officer

The BRIT School



## Job Description

Job Title	<b>Examinations Officer</b>
Department	Scheduling, Date and Exams
Grade	Band 6
Hours of Work	35 hours per week
Contract Type	Full Time - Permanent
Responsible to	Director of Scheduling, Data & Exams
Responsible for	Invigilators

## Job Overview

- To provide students and staff with a coordinated examination service.
- To ensure 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 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 and delivery.
- 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 closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met

## Key Responsibilities

- Organisation and supervision of all exam sessions (internal and public)
- Recruitment, induction, training and management of exam invigilators
- Exam entry and validation for all examining bodies inclusive of but not limited to BTEC, UAL, RSL, NCFE, AQA & Edexcel and WJEC
- Safe storage of exam papers and stationery
- Despatch of completed scripts and coursework samples to examiners/moderators
- Issue, collection and despatch of coursework sheets, forecast grade forms, internal marksheets to staff and return to examination boards by deadlines
- Distribution of statements, results, certificates to students
- Maintenance of information on computer system regarding entries, results, forecast grades for current and ex-students
- Liaison with students, staff and parents where appropriate regarding exam administration and information
- Ensuring that a current on-line library of syllabuses/board information is accessible to staff
- Liaise with the SENCO with regard to access arrangements and exam concessions
- Manage and administer the exams budget in line with the school's financial procedures
- Be responsible for the exams module on the school's Management Information System
- To work proactively to avoid malpractice among students and staff, supporting the Head of Centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after examinations.
- To act as a Fire Marshall/Deputy Fire Marshall in the event of an emergency if required
- To attend school and departmental meetings and Inset
- To work some evenings during open days and whole school events for which time off in lieu will be given
- To undergo any training required in order to perform duties efficiently
- To exercise a commitment to the school's mission statement and stated ethos including the equal opportunities policy, health and safety policy and all other current school policies
- To undertake any other duties or one-off tasks at the reasonable request of the Principal/SMT/Line Manager.

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training for each of the criteria below.

Criteria	Description	Essential / Desirable
<b>Education &amp; Training</b>	Proven ability and experience of working in an Examinations and administrative role in an Education Environment	E
<b>Experience</b>	Proven ability of working in administrative ICT Packages.	E
	Excellent ICT skills and willingness to undertake specific training	E
	Proven ability of working in a school or college environment	E
	Proven ability of working with a database specifically data entry and retrieval	E
	Proven ability in working with young people	D
<b>Knowledge, Skills and Qualities</b>	Excellent organisational skills	E
	Proven ability of working in a confidential environment	E
	Excellent IT Skills and willingness to undertake specific training	E
	Excellent communication skills both written and verbal	E
	Ability to work flexibly and to meet deadlines	E
	Proven ability and willingness to work effectively with students, parents, staff and outside agencies	E
<b>Personal Qualities</b>	A commitment to the Schools mission, ethos and equal opportunities policy, together with high standards of education, care and behaviour.	E
	Ability to work under pressure, use own initiative and work with limited supervision	E
	Be able to maintain confidentiality	E
	Accuracy and attention to detail	E
	Willingness to undergo any training as required	E
	A calm, flexible, dependable, reliable and friendly personality and ability to interact positively with young people.	E

This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.