



# OLDFIELD SCHOOL

## Oldfield School Job Description

<b>Position:</b>	Examinations Officer
<b>Responsible To:</b>	Head of 6 <sup>th</sup> Form
<b>Responsible For:</b>	N/A
<b>Grade:</b>	SC5
<b>Working Pattern:</b>	35 hours per week, term time only, plus 4 days (Wed & Thurs of A Level and GCSE results week) but the post holder will need to be flexible during exam periods and willing to work longer hours over that period.
<b>Disclosure Level:</b>	Enhanced DBS

### **Core purpose of the post:**

- To provide a high quality administration and support service for examinations and data returns.
- To assist in the accuracy of the data recorded on SIMs.

### **Duties and responsibilities attached to this post are as follows:**

#### **Exams & Exam Entries**

1. Enter students for public examinations as directed, ensuring compliance with the exam boards' requirements for students to sit the correct exams at the correct time.
2. Ensure JCQ regulations are adhered to for all external examinations
3. Plan and manage the student exam timetable for internal and external exams; organise the room and seating plans and issue individual student timetables, information booklet and conduct rules.
4. Resolve any issues arising from SEND needs, timetable clashes or other issues that require special consideration in accordance with exam body rules.
5. Ensure that the needs of all students with access arrangements are met in both mock and external examinations
6. Arrange for the supervision of all exams through the use of both support staff and exam invigilators.
7. Train and supervise external invigilators employed by the school.
8. Allocate and set up exam rooms.
9. Brief students on examination procedures.
10. Receive and secure examination papers complying with exam board standards; ensure that the correct papers are issued in exam rooms, collected afterwards and sent securely for internal marking / moderation.
11. Liaise with students/parents regarding entry verification, retakes and fees.

12. Liaise with students, parents, staff and exam boards as required where re-marks or resits are requested.
13. Organise the distribution and collection of exam certificates in line with exam guidelines.
14. Reconcile exam invoices against student entries ensuring that costs are monitored and value for money is obtained.
15. Prepare exam results for collection by student on result date.

#### **Data**

1. Work with the Data and Quality Officer to use the data systems effectively to track student progress and examination attainment within the school and ensure Course Manager is accurate and regularly quality assured.
2. Work with the Data and Quality Officer to ensure the school census return is completed accurately and in a timely fashion
3. Download and collate exam results for Data and Quality Officer to analyse.
4. Input students' forecast grades for exam boards.
5. Ensure all statutory returns to DfE and LA regarding exams, attendance, pupil and staff numbers as required by the Attendance Officer.
6. Update SIMS as required to correct errors and to facilitate accurate returns.
7. Maintain student personal information ensuring accuracy and that the information falls within the parameters of the Data Protection Act.
8. Administer the school's online parents evening platform.

#### **General**

9. To undertake exam invigilation.
10. To undertake half an hour of lunchtime supervision as required.
11. To actively support the vision, ethos and policies of the School
12. To promote and safeguard the welfare of children you come into contact with
13. To carry out other duties as are required and as are commensurate with the grade of the post.
14. This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

#### **Special Notes and Conditions**

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

*This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.*

#### **Person Specification**

##### **Essential / Desirable (D)**

##### **Qualifications**

GCSE (or equivalent) Maths and English A-C

Level 3 qualification or equivalent to demonstrate data entry and record keeping (D)

##### **Knowledge, Skills and Experience**

Excellent IT skills with sound understanding of student MIS and SIMS

Experience of working in a school or learning institution in similar role

Evidence of dealing with multiple stakeholders, including parents and young people

Evidence of working autonomously

Sound numeracy skills

**Personal qualities**

Highly organised with an eye for detail

Accurate, self-checker

Resilient, confident and calm

Demonstrates initiative, able to work without close supervision

Recognises own limitations and seeks advice when appropriate