Stratford-upon-Avon School

Job Title: **Examinations Officer**
Grade: **Band H (salary details at appendix)**

Hours: **Annualised hours (1517 per annum), Average 37 hours per week**

Reporting to: **Data Systems Manager**

Department: **Examinations Office**

Main Purpose of Role:
1. To have lead responsibility for all matters relating to awarding body examinations and formal assessments
2. To ensure that the administration, planning, organisation and conduct of examinations, both internal and external, takes place efficiently, smoothly and in accordance with all relevant regulations
3. To ensure the distribution of results to all legitimately interested parties, and to facilitate and assist in the subsequent analysis of the School's performance

This role is supported by the Data Systems Manager and two (Job Share) Exams and Data Administrators.

Philosophy
This is an evolving post where there is often change in protocol and procedure as deemed by governing examination bodies. Subsequently, the nature of specific activities and duties will change and adapt in response to these.
The post holder is expected to develop highly organised and efficient systems to ensuring quality assurance at all levels.

Key Areas and Activities:

People Management:
- Recruit and train invigilators
- Monitor and manage invigilator performance
- Review and approve invigilator claim forms
- Maintain invigilator training records for inspection
- Ensure Conflict of Interest is completed by all staff

Examination Management:
- Become first point of contact and enquiry for examination-related matters, with colleagues, students, parents/carers and awarding bodies
- Keep up to date with all current examination requirements as in accordance with Joint Council for Qualifications (JCQ) and Exam Board regulations. Inform Data Systems Manager of key changes
- As a member of The Exams Office liaise, with outside organisations which support schools and examinations officers
- Liaise with the Data Systems Manager, regarding exceptions to the Exams Budget
- Oversee the implementation of School Policy on Examinations and in conjunction with the Data Systems Manager update this policy accordingly
- Maintain the security and integrity of all examinations at all times
- Disseminate information and guidelines about examinations to staff, students and their parents/carers
- Be responsible for the daily running of public examinations, including practical's, in accordance with JCQ regulations
- Set up procedures for estimated entries, actual entries, coursework marks and estimated grades to be issued to all staff as necessary; and to ensure all such paperwork goes to the Awarding Bodies within the published deadlines
- Update and maintain mandatory and best practice exam policies and make them available for JCQ inspection.
- Monitor examinations mailbox and allocate emails where necessary

Examination Entries:
- Liaise with Curriculum Leaders, Flex, LEAP and inclusion, on student examination entries, ensuring they are correct with both staff and students
- Liaise with EAL Coordinator to facilitate speaking exams
- Enter the students for external examinations using the school's MIS system
- Enter students for online assessments
- Create student timetables, allocating rooms and seats
- Print and issue timetables
- Liaise with the nominated site representatives about arrangements that need to be made for examination rooms and to re-room any lessons which are displaced by examinations
- Retrieve costs of examination entries from those students who wish to re-take external exams
- Receive exam papers and store securely in Exams Office Safe

Examination Administration:
- Create comprehensive external examination timetables which can be used by Facilities Staff, Invigilators, Learning Support and all other staff and students for all information required
- Create seating plans where appropriate and make arrangements in respect of all clashes and make appropriate provisions for students
- Ensure student seating lists are displayed prior to the examination
- Liaise with the SEND and Inclusion Assessment Leader, parents and students to ensure access requirements are met with regard to access arrangements
- Co-ordinate examination papers as they arrive, ensuring secure storage of all examination materials in accordance with JCQ regulations and for as long as they are required.
- Ensure adequate supplies of examination stationery
- Receive, file and distribute all incoming examinations documentation in a timely manner

Examination Days:
- With the assistance of the invigilators, ensure rooms are set up in accordance with JCQ regulations
- Oversee the start and end of all examinations
- With the assistance of the invigilators, ensure all candidates are given the correct examination papers
- Manage any emergencies on the days of examinations, processing any necessary reports to the exam boards concerning misconduct or illness
- Ensure special considerations are applied for where necessary in accordance with JCQ regulations
- Ensure correct packaging and posting of examination papers to markers and boards
- Be available for inspections by JCQ and to act on any issues raised.

Results:
- Download external exam results and oversee the issue of results to students
- Process and follow up Post Results Enquiries, arranging reviews of marking, reports and queries about exam results from the Awarding Bodies
- Assist in the analysis of examination results, both A Level and GCSE, and inform the Leadership Group as soon as administratively possible
- Assist the Data Systems Manager in updating results SISRA. These results are then shared, the Deputy Head with the School Leadership Group, Governors, the Local Authority (LA) and the Department for Education (DfE).
- Check DfE statistics and examination results information before publication.
- Collate certificates when they arrive and arrange collection

Awarding Body Secure Sites
- Maintain Awarding Bosy secure site user profiles
- Set up SUAS staff users for each awarding body

Internal Systems
Management Information System (MIS):
- Use the MIS to its full potential in streamlining the administration of examinations and producing all the necessary documentation, including data collection
- Lead on any queries relating to the Examinations module in the MIS
- Be active with logging enhancements/queries to MIS Provider

Website
- Update the website with key exam information including skeleton timetables and exam board information

General
Undertake other duties as directed by line manager commensurate with the post.

Other
Any other duty appropriate to the general area of operation and in line with the broad range of responsibilities and aptitudes expected.

Health and Safety
The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the pupils

General Entitlement to:
- A clear communication line and access to the line manager for Examinations - Data Systems Manager
- A close working relationship with key contacts: SENCO, Site team, Curriculum Leaders, Business Manager, Finance and Administrative staff
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure
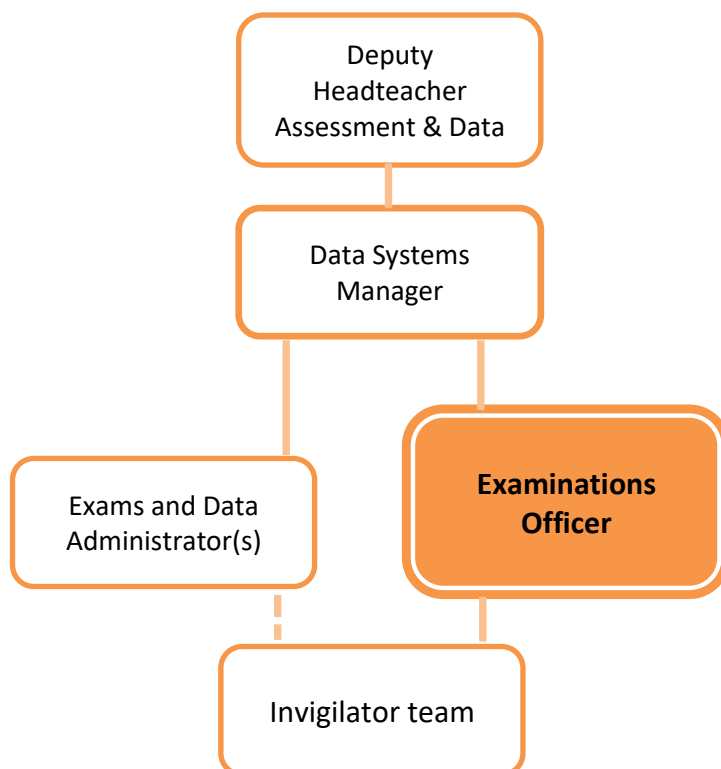- Time and opportunity for professional development, in an appropriate form

Requirements
- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure.
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies and Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

Notes
- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each

Organisation Chart Extract

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        ┌─────────────────────┐
        │   Deputy            │
        │   Headteacher       │
        │ Assessment & Data   │
        └──────────┬──────────┘
        ┌──────────┴──────────┐
        │   Data Systems      │
        │   Manager           │
        └──────┬───────┬──────┘
               │       │
   ┌───────────┴──┐  ┌─┴──────────────┐
   │ Exams and Data│  │ Examinations   │
   │ Administrator(s)│ │ Officer        │
   └───────┬───────┘  └────────────────┘
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   ┌───────┴───────┐
   │ Invigilator team│
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Appendix 1
Support Staff Posts
Corporate
- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, pupil progress and wellbeing, and any external or collaborative arrangements with which the school is involved
- Contribute to the effective operation of support services
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

Membership of Groups
From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

Appendix 2
Examinations Officer

Terms and Conditions of Employment specific to the post

Working Hours
The post is based on an assumed average of 37 hours per week as certain amount of flexibility will be required to balance a busy workload during examination periods offset by quieter periods. The actual timings will be by agreement with the Data Systems Manager, based on 32.5 hrs per week (08:30 – 15:40) for non-examination periods with the remaining hours be worked during the exam periods (07:00 – 16:30) and exam preparation times (08:00-16:30). External exams may end beyond the school day.

As part of the holiday working it is vital that the post holder is available to work on and around the exam results days, which are normally the third and fourth week of August.

The post is based on an annualised hour's agreement of 1517 hours per annum and calculated on working term time (38 weeks) plus 5 staff learning days (39 weeks) and 2 weeks to be worked during the holidays (41 weeks).

The contract is based on annualised hours, and the post holder will be required to record and update their hours on monthly timesheets.

Holidays
a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
b) All holidays are deemed to be taken within school holidays.
c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies or local government. 26 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

Other Benefits
- Free car parking (subject to availability)
- Wellbeing employee assistance programme
- Contributory pension scheme

Remuneration
Starting salary for a full-time post at Band H (points 25-28) is within the range £31,022 to £33,699, starting point depending on experience and qualifications. Actual salary based on 37 hours per week, 41 weeks is calculated between £28,253 to £30,692 and subject to any continuous service.

The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an Enhanced DBS and requires a children's barred list check.
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