



Job description

Job Title: Examinations Officer

Salary Grade: BS10

Job Purpose: To manage and administer robust examination procedures for the school.

Main Responsibilities:

- Organise and manage all internal and external examination arrangements as required;
- Liaise with staff, students, parents and examination boards regarding all aspects of the examination process;
- Produce examination timetables for staff and students;
- To be responsible for the deployment of the examination supervision team;
- To ensure that external invigilators are trained;
- Organise the arrangements for students with exam concessions under the guidance of the SENCO;
- To take responsibility for downloading the examination results for Heads of Departments and teachers the day they are verified to students using EDI;
- Line Manage the Data Officers and Exams Assistant;
- To have a special responsibility for student learning aims and to be responsible for providing data for the completion of returns including those to outside agencies for example School Census, DfE and Forvus;
- Maintain stock and supplies relating to examinations and maintain strict security;
- To use relevant ICT packages for data management and for on-line examination entry and amendments;
- Work collaboratively with colleagues to protect and safeguard students;
- Undertake appraisal/training/mentoring for other staff;
- Share expertise and skills with others;
- Participate in training and other learning activities as required;
- Undertake such other duties connected with the post as may reasonably be requested.