



JOB TITLE: Examinations Officer

REPORTS TO: Medical Lead / Executive Principal

SALARY: Grade H (£22,013-£24,791)

Hours/paid weeks: 25 hours, Flexi Hours – term time only, plus 6 additional days in school holidays

Direct supervisory responsibility for: Exams invigilators

Indirect supervisory responsibility for: Administrative staff

Location: Wave Medical Provision – Devon and Cornwall

JOB PURPOSE:

1. To organise and manage all internal and external examinations, ensuring strict compliance with prevailing regulations for medical provision.
2. Support the data Raising Standard Lead to collate, manage, interpret and present student performance data.

Main duties and responsibilities:

1. To process entries to examination boards for single registered students, ensuring all the necessary related information is provided. To ensure examination entries are submitted in accordance with the timescales provided by the examination boards. To chase outstanding information where necessary.
2. To liaise with feeder school exam officers to ensure ensure examination entries are submitted in accordance with the timescales provided by the examination boards. To chase outstanding information where necessary.
3. To liaise with teaching staff and take responsibility for ensuring students are correctly registered at the appropriate times with regard to forthcoming examinations.
4. To oversee the collection and dissemination of coursework marks to examination boards
5. To organise the timetable and invigilation programme for examinations, including liaison with external invigilators/admin staff and correspondence with examination boards. To ensure all regulations regarding invigilation are adhered to.
6. To employ, train and brief invigilators prior to examinations to ensure invigilators remain fully aware of and adhere to the rules and regulations associated with the examinations as set by the examinations boards. To ensure all invigilators are compliant in terms of training.
7. To support the SENCo to ensure appropriate access arrangements are made for students with specific needs.
8. To ensure the appropriate organisation and custody of examination papers, including the secure receipt, storage and return of all exam papers.
9. To prepare and organise examination rooms and locations, including seating plans and transference of papers
10. To process and distribute examination results and certificates.
11. To manage all appeals and special pleadings processes, through negotiation with examination boards. To liaise with teaching staff and pupils with regard to appeals and special pleadings.
12. To liaise, correspond and negotiate with examination bodies on behalf of the Academy with respect to formal examinations processes, times of exams, exam paper delivery dates and any necessary variations to the instructions provided by the examinations boards, and to disseminate information from examination boards to leaders of learning.

13. To ensure the Academy’s compliance with all examination boards’ instructions, meeting the standards required by the moderation and assessment bodies.
14. To prepare for and be the contact for the Academy’s external moderation and assessment with regard to examinations.
15. To develop and maintain appropriate contingency plans so as to ensure the delivery of examinations.
16. Be flexible to enable work across several locations as needed.

Person Specification

Attributes	Essential	Desirable	How Identified
Relevant Experience	Relevant experience in a management, teaching or administrative role	Experience of working in a school/college environment Experience of school data and information systems	Application form / interview
Education and Training	Attainment of 5 Grade C GCSE or equivalent, including Maths and English	Attainment of Level 3 qualifications or equivalent (eg: A levels, AVCE, NVQ)	Application form / certificates
Special Knowledge and Skills	Proficient planning and organisational skills and a commitment to achieve deadlines Meticulous and methodical approach Confident with and competent in organising, interpreting, managing, communicating and presenting data Ability to develop subject knowledge through researching, recording and retaining relevant information Effective communication skills Good spreadsheet, typing and word processing skills	Knowledge of examination administration, processes and regulations Knowledge of computerised data management systems Qualified to assess access arrangements	Application form / interview Spreadsheet / word processing test
Any additional factors	Flexible approach to working times and working patterns to meet organisational needs, including a contractual commitment to working during the exam results period in the school summer holiday period Professional, tactful and sensitive Discreet and confidential	Application form / interview	

	Ability to work on own initiative and within a team Ability to relate to and communicate effectively with young people		
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