



Post Title And Grade:	Examinations Officer Term Time Only Contract + 5 days SCP 23 - 25 FTE salary £27,742-£29,577 Actual Salary £24,862-£26,508 DOE
Reporting to:	Vice Principal (Data)
Liaising with:	Heads of Faculty/Subject Leads, Invigilators, Examination Boards, Senior Leaders, Heads of Year, 6th Form, Site Team, Cover Supervisor
Responsible for:	Exam invigilators including Senior Invigilator
Purpose:	<ul style="list-style-type: none">• Reporting to the Vice Principal (Data) to ensure that the administration, planning, organisation and conduct of all internal and external examinations takes place efficiently, smoothly and in accordance with all relevant regulations and to ensure the distribution of results to students.• To assist with the production and interpretation of data as appropriate.

Areas of Responsibility and Key Tasks

Exams

- To liaise with subject leaders regarding exam entries, circulating information as necessary and collecting and posting controlled assessments
- To submit examination entries and registrations for external examinations to awarding bodies in advance of deadlines
- To effectively communicate with examination boards and relevant bodies as appropriate
- To manage the daily running of all examinations, ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place
- To ensure all exams are compliant with the JCQ rules and regulations
- To organise the examinations calendar, giving due notice of examination requirements and changes (including internal examinations and BTEC exam seasons)
- To publicise the appropriate examinations timetable, briefing students and staff where appropriate
- To compile seating plans and liaise with site staff regarding the preparation of the exam room
- To liaise with the Cover Supervisor regarding cover and rooming requirements
- To lead the team of exam invigilation staff, including the provision of training as necessary in accordance with JCQ regulations
- To liaise with the SENDCo to organise any access arrangements for candidates as required



- To organise exam materials, providing the safe custody and organisation of examination stationery and materials, including question papers in accordance with regulations
- To assist with the publication and distribution of results in August for GCSE and A level
- To coordinate special consideration requests and post-examination queries
- To process enquiries about results and requests for return of scripts
- To collect and dispatch worked scripts in accordance with JCQ regulations
- To oversee the checking and distribution of examination certificates
- To respond to and report any instance of examination malpractice to Exam Boards via the Vice Principal (Data)
- To disseminate information, answer enquiries and deal with any complaints regarding external examinations with staff, students and parents/carers
- To attend appropriate awarding body and other training meetings, etc and to keep up to date with the latest procedures and regulations for external examinations
- Any other reasonable duties as commensurate with the grading of the post

Data

- To organise and facilitate baseline assessments (e.g. CATs, NGRT, PASS) for students as required throughout the year (including for new starters)
- To assist the Vice Principal (Data) with various data tasks including (but not limited to):
 - the completion of the termly census;
 - the generation of academic profiles as required;
 - the generation of data for use by Faculties and other colleagues;
 - ensuring that all SEND codes on Arbor are accurate and up to date
 - assisting Faculty colleagues with the interpretation of data
 - the dissemination of regular data and communications around student attendance
- To assist the Vice Principal (Data) with other data-related tasks as appropriate

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
- To be aware of systems which support Safeguarding and following the procedures as highlighted in the Safeguarding Policy.
- To identify students who may benefit from early intervention and liaise this with one of the Designated Safeguarding Leaders
- To consider the best outcomes at all times as to what is to be in the best interests of the students
- To protect students from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all students to have best outcomes

Other duties



Holyhead

Teach What Matters

- To continue personal development as agreed
- Undertake before school, break, lunch and after school duties
- To engage actively in the performance review process
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to adhere to Holyhead's agreed Code of Conduct.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown but in consultation with the post- holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.