

## **Job Description**

Post: Examinations Officer AAAE5182

Salary Scale: Grade 8, Cheshire East Council NJC Pay Structure

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### **Purpose of Post**

You are responsible for:

- the safe, efficient and effective management, administration, organisation and implementation of the examination process for internal and external examinations within the school
- leading a team of staff and working across a range of school teams
- safe, efficient and effective management of organisational resource
- providing the Leadership Team with information on examinations, and assessments at Key Stage 3, Key Stage 4 and Key Stage 5

### **To whom responsible**

Acting DHT – Quality of Education: Curriculum

### **Principal Duties**

#### **Management of examinations**

- To plan, lead, co-ordinate, administrate, implement and monitor all arrangements for the school's external and internal examinations and test arrangements including the examination entry and results processes in a consistent and fair manner, thereby helping to maintain the integrity of the assessment process
- To support the Head and Deputy Head of Centre to ensure that the school is fully compliant with all appropriate awarding body rules and requirements including compliance with JCQ regulations
- To ensure examinations are conducted in line with the regulations and that proactive and reasonable steps are taken to prevent the occurrence of any malpractice or maladministration
- To ensure secure, efficient and effective management of all examination papers, scripts, paperwork and materials
- To ensure that deadlines are planned for and adhered to
- To organise appropriate access arrangements for the support of appropriate candidates, in conjunction with the SENCO and the access arrangements assessor
- With the support of the Leadership Team, to manage all examination processes including potential conflicts of interest, allegations of malpractice, requests for special consideration or emergency access, and any post-results services
- To prepare for JCQ inspections or other visits or inspections
- To ensure that examination policies and procedures are updated in a timely fashion

#### **Management of resource**

- To manage the resources involved in the examinations and assessment process including staff, timetable, rooming and resources
- To train, manage and deploy members of the examinations and data teams who support the examinations process and any other relevant members of support staff

- To support the efficient and effective management of the Examinations and Invigilation budget so that this provides best value
- To ensure the safe, effective and efficient selection, training, deployment and management of invigilators including effective and efficient management of time
- To manage the collection of any fees associated with the examination process including post-results service
- Secure, effective and efficient management of access rights
- To keep abreast of examination and assessment developments and updates, including effective use of associated resources and online tools
- To identify and access relevant support available from external stakeholders

#### **Management of Communication**

- To provide relevant and timely information, advice and guidance to the Leadership Team
- Effective and efficient resolution of queries and concerns
- To act on behalf of, and be the main point of contact for, the centre in matters related to the general administration of awarding body examinations and assessments
- Effective and efficient management of all communication generated by examinations including appropriate direction of tasks
- Effective and efficient communication within the organisation across all school teams
- Effective and efficient communication with students, parents/ carers and other stakeholders

#### **Monitoring and evaluation**

- To prepare data from internal and external examination results in formats that support effective results analysis
- To produce other reports related to monitoring and evaluation of this area
- To research and understand qualifications and how they are assessed

#### **Notes**

##### **Health and Safety**

To take all reasonable steps to ensure the Health and Safety of students and staff within the teaching base environment.

To promote and safeguard the welfare of students in accordance with the school's child protection policy.

##### **Local Authority Flexibility Policy**

Notwithstanding the detail in this job description to undertake, in accordance with the Policy, such work as may be determined by the Head teacher from time to time, up to or on a level consistent with the Principal Duties of the job.

##### **'No Smoking' Policy**

The school is an entirely 'no smoking' environment.

##### **Review**

This job description will be subject to review annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.