



Exams Officer

JOB DESCRIPTION FOR:	Exams Officer	Name:	
Main responsibilities/Purpose:			
<ul style="list-style-type: none"> To be responsible for the efficient and effective running of the administration of all internal and external examinations within the school, including liaising with staff, pupils, invigilators and examination boards To maintain the integrity of the examination system on behalf of the examining boards, the school and the candidates by giving due regard to the wide variety of regulations. Assist with the recruitment and organisation of the exams invigilators. Manage pupil transfer data (including assessment data) in collaboration with the governing body, LA and other schools Ensuring pupil data is correct and up to date Ensure recording processes work effectively across the school Report key data to senior leaders including tracking of pupil's results Responsibility for the School's Management Information System, including census returns and all MIS-related changes Manage the dissemination of data to support report construction and the construction of individual development plans for pupils, such as IEPs 			
Line Manager: Deputy Headteacher			
Line Managing: N/A			
Liaising with: Headteacher, Business Manager, Curriculum Leaders, LA representatives, external agencies and parents.			
Working Time: Term time plus 5 days, 37 hours per week			
Salary/Grade: Grade 6 pts 11-19			
Position on Pay Scale (highlight): NQT Main Pay Range Upper Pay Range Leadership Administrative			
Post duties			
Relating to School Mission Statement:			
<ul style="list-style-type: none"> In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. St Mary's Leyland places the highest value on the very positive and supportive relationships existing between all staff, pupils and parents. 			
Accountabilities/Responsibilities - Exams			
<ul style="list-style-type: none"> Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken. Liaise with Staff/Curriculum Leaders regarding pupil examination entries Disseminate examination information to staff, pupils, parents/carers, including exam and invigilation timetables, guidelines and querying results. Complete examination entries and securely store and send completed examination papers to external examinations boards Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements Organise the school's external invigilators, including training and ensuring up-to-date information is provided to them Manage arrangements for internal examinations Responsible for the preparation for examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery Make arrangements for the specific needs of individuals (e.g. SEND), external entrants who are not school pupils and for school pupils to sit examinations elsewhere Provide data and analysis on examination entries and results. 			
Accountabilities/Responsibilities – Data and Assessment			
<ul style="list-style-type: none"> Manage pupil transfer data, including assessment data in collaboration with the governing body, Local Authority and other schools Ensuring pupil data is correct and up to date 			



Exams Officer

- Manage the dissemination of data to support report construction and the construction of individual plans for pupils such as IEPs

Staffing / Staff Development / Recruitment/ Deployment of Staff

- To take part in the school's staff development programme by participating in arrangements for further training and continuing professional development.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance:

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To take part, as may be required, in the review, development and management of activities relating to the organisation of the school.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for data, exams and assessments.
- To complete the relevant documentation to assist in the tracking of students.
- To ensure the Schools Information Management System is up to date.

Communications:

- To communicate effectively with the other colleagues, parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Marketing and Liaison:

- To take part in marketing and liaison activities such as Open Evenings; Parents Evenings, Review Days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Deputy Headteacher to identify resource needs and to contribute to the efficient/effective use of physical resources for exams.
- To co-operate with other staff to ensure the sharing and effective usage of resources to the benefit of the school, department and the students

Individuals in this role may also:

- Supervise other staff involved in examinations
- Undertake examination invigilation
- Manage the examinations budget and recover monies from candidates or absentees
- Liaise with FE Colleges.

Signature Post Holder:

Signature Line Manager:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.