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| Colour College Logo |
| **JOB SPECIFICATION**  **Examinations Officer** |
| **Line Manager: Assistant Principal, Curriculum**  **Responsible to: Business Manager** |
| **Salary Range:** £18,000 to £22,800 per annum |
| We are seeking to appoint an organised and proactive Examinations Officer to manage and run all stages and processes of the annual examination cycle for both internal and external examinations. The post will also involve managing a team of invigilators.  **KEY RESPONSIBILITIES**   * ensuring statutory procedures, regulations and recommendations set by the Joint Council for Qualifications (JCQ), examination boards and the School are adhered to * liaising with teachers, students, parents and examination boards in respect of examination requirements, entries, amendments, results and communications * managing the provision of access arrangements and requests for special consideration * recruiting, training and managing exam invigilators * arranging internal exam timetables * ensuring that the correct examination conditions (rooms, layout, invigilation, materials, equipment etc) are supplied for every examination * providing and presenting relevant exam information to candidates and staff (i.e. student exam briefings, compiling and distributing exam timetables) and to parents (attending parents’ evenings as appropriate) * managing all clashes in exam dates, making appropriate provisions for pupils * responsibility for examination entries and the submission of coursework * working efficiently on any queries, appeals, re-marks, access to scripts requests and missing marks following results day, including assisting students in clarification of grades and making contact with exam boards * maintaining, implementing and adhering to an exams policy for the School * monitoring and recording the receipt of examination papers from examination bodies * managing the packing and dispatching of examination papers on time * all other relevant administration and preparation relating to examinations * monitoring costs and keep within budget guidelines * notifying pupils and staff of the results of external examinations and distributing certificates * being available for the publication of external examination results in August to ensure results are disseminated appropriately and as specified by exam board and school regulations * during quieter periods (i.e. September - December) working as directed by the data team on maintaining, tracking and processing information and data to support whole school systems and processes. |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is also expected that the role will develop, working to specific strengths of the successful candidate.  The College 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. |
| **Person Specification**  **Qualifications / Experience/Knowledge**  **ESSENTIAL**   * the ability to relate well to children and adults * the ability to communicate effectively and confidently with all members of the school community * a sound understanding of JCQ regulations for conducting examinations * knowledge of regulations regarding access arrangements and reasonable adjustments * proven high level organisational and administrative skills * excellent ICT skills and sound numeracy skills * the ability to plan effectively and work to deadlines with a methodical approach to work * the ability to work to a high degree of accuracy, integrity and confidentiality * the ability to problem-solve and troubleshoot * the ability to manage time effectively * the ability to work independently and as part of a team collaboratively and supportively in a service orientated environment * experience of working within a school * resilient with the ability to work calmly under pressure, employing tact and diplomacy in difficult / sensitive situations.   **DESIRABLE**   * a qualification in exams management * knowledge of the Examinations Organiser module in SIMS.   **For** **the right candidate, without exams experience but with proven high level administration and organisational skills, a trainee position would be considered.** |