

JOB DESCRIPTION

POST: Exams Officer

GRADE: Band E

HOURS: 10 hours per week (minimum) + additional hours as required including 4 days during results period

During internal and external examination periods you will be required to work from 7.30 am to 4.30, later on particularly busy exam days. These key periods are some weeks in December, January and April, as well as the full months of May and June. The 10 hours a week is a minimum and there will be weeks, especially in January, February, March and April when you will be required to work additional hours to meeting deadlines for exam entries and preparation for the summer season. The hours can be very unpredictable during these key times as you are required to deal with any unexpected occurrences immediately.

REPORTS TO: Assistant Principal

To lead on administration arrangements for external and internal examinations.

Ensure the examination process is managed in an efficient manner ensuring all relevant regulations and guidance is followed.

Duties and responsibilities: -

- Post Results to students
- Information Gathering with regard to examinations
- Be available to undertake Invigilator duties
- Support the Assistant Principal with the administration of internal and external examinations.
- External Examinations – importing base data, entries, seating plans, producing student timetables, producing invigilation timetable
- Internal Examinations – information gathering from HODs, creation of timetable and base data, entries, seating plans, producing student timetables, producing invigilation timetable
- Reviewing examination policies

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

It is the responsibility of each employee to carry out their duties in line with Trust policies

Use and Development of ICT as required.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.