



ST. JOSEPH'S INSTITUTION INTERNATIONAL

St Joseph's Institution International is a Catholic and Lasallian school that provides a quality international education to a diverse student body, rooted in the community of Singapore. We are seeking a dynamic, experienced, conscientious and proactive individual to join us as:

Examinations Officer & Administration Support

Overview

To manage all internal and external examinations. This includes all aspects of student entries: documentation, financial management, registration, timetabling, certification and communication with all related parties.

General responsibilities and duties

- Responsible for effective administration and running of external exams (currently IB, IGCSE)
- Responsible for effective administration and running of internal examinations, including grade level examinations and mock examinations
- Responsible for effective administration and running of standardized tests (MIDYIS, YELLIS, CEMIBE)
- Manage entrance examinations
- Manage private candidate examinations - including organizing invigilation, billing parents and associated administration
- Responsible for production of all examination and invigilation timetables
- Responsible for managing examination facilities and overseeing invigilation procedures
- Oversee administration of internally assessed components; ensuring exam board requirements are met
- Work with the Finance Manager to ensure effective financial management of all examination procedures

Exam Administration

- Ensure students are entered accurately and accepted into the appropriate examinations before the exam board deadlines
- Work closely with teachers and exam boards in producing and publishing timetables for external and internal examinations
- Ensure examinations venues are appropriate and follow up on associated logistics
- Act as the Chief Invigilator for the invigilating team to ensure smooth management of the external and internal examinations
- Ensure that arrangements are made for students who have clashes and need to sit exams independently

- Adhere to school emergency procedures in the event of fire and adverse weather conditions
- Maintain updated record of student documents
- Organise re-sit examination arrangements
- Enquiry on results

Exam Documents Handling

- Ensure appropriate procedures are in place for handling examination papers and dealing with issues arising

Financial Management

- Ensure the Exam budget accounts are managed effectively
- Work with the Finance Manager to ensure prompt and accurate billing of exam fees, settlement of exam board invoices, and maintaining good credit control on all exam accounts

Management of Examination Records

- Ensure examination documents and certificates are checked and distributed; Statement of Entries, Statement of Results, Certificates, IB Diplomas to past and current students
- Work with the University Counselling team to ensure that examination results are correct on transcripts
- Enter Predicted Grades/Internal Assessments and Extended Essay grades

Communication

- Ensure that staff are updated on any change of procedures, exam board requirements and are informed of internal and external deadlines.
- Ensure students receive all exam information and guidelines including candidate numbers.
- Ensure that parents are kept informed of deadlines and procedures regarding examinations.
- Maintain school documentation regarding examination and internal assessment procedures.

Management of Data

- Keep abreast of the worldwide exam results and feed data to the Vice Principal (Curriculum) and Assistant Principal (Assessment & Technology for Learning)
- Responsible for ensuring effective distribution of results
- Manage the effective collation and storage of results

Skills/Requirements/Qualifications

- Minimum A-Levels
- Minimum 2 years administrative experience
- General IT skills preferred
- A resilient and proactive team player, with the ability to multitask and communicate effectively

Abilities

- Excellent written and spoken English
- Excellent PC skills (Word, Excel, Access) to be able to perform data mining reports and statistical reports in the highest quality
- Good interpersonal and communication skills
- Attentive to details and follow-up works
- Well organised and able to multi-task
- Ability to meet deadlines and work under pressure
- High analytical and summary skills

Knowledge

- Good organization and co-ordination skills
- Dynamic problem solving
- Confident in communication with all stakeholders

Working Hours

General working hours will be from 7.45am to 4.45pm, working through Monday to Friday. Occasionally, the post holder will be required to work on evenings, weekends and public holidays during the exam period. If approved by the Line Manager, such work will be compensated by time in lieu.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to his classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.