

Role Title	Typically reports to
Examinations Officer	Assistant Headteacher- Exams
Purpose of the role (job statement)	
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.	
Responsibilities	
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken; 2. Liaise with staff / Heads of Department regarding pupil examination entries; 3. Disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results; 4. Deals with examination related queries and problems, timetable clashes; 5. Complete examination entries and securely store and send completed examination papers to external examination boards; 6. Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements; 7. Organise the school's external invigilators, including training and ensuring up-to-date information is provided to them; 8. Manage arrangements for internal examinations; 9. Responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery; 10. Make arrangements for the specific needs of individuals (e.g. SEN), external entrants who are not school pupils and for school pupils to sit examinations elsewhere; 11. Provide data and analysis on examination entries and results; 12. Maintain confidentiality and adhere to safeguarding procedures. <p>Individuals in this role may also:</p> <ol style="list-style-type: none"> 1. Supervise other staff involved in examinations; 2. Undertake examination invigilation; 3. Manage the examinations budget and recover monies from candidates or absentees; 4. Liaise with other schools and FE Colleges. 5. Provide other general administrative support as required 	
Indicative knowledge, skills and experience	
<ul style="list-style-type: none"> • Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations equivalent to National Qualifications at Level 3, plus relevant experience. 	