

Post title: Examinations Officer					
Establishment or team:		Blessed Trinity RC College		Post number:	N/A
Grade:	Grade 6	Staff responsibility:	Exam Invigilators	Essential Car user:	No
<p>The post holder will 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.</p>					
Accountabilities/Responsibilities – appropriate for this post:					
Main Duties					
<ul style="list-style-type: none"> • Full responsibility of all internal and external examinations, ensuring that all related administration and preparation is undertaken in a flexible and timely manner. Including collating information of estimated and actual examination entries and housekeeping of the management information system(s), keeping all relevant parties updated as required. • Liaise with Staff/Heads of department/All relevant Parties of Department re pupil examination entries and keeping the relevant management information system accurate and up to date. • Disseminate examination information to staff, pupils and parents / carers, including exam and invigilation timetables, guidelines and querying results. • Complete examination entries and securely store and send completed examination papers to external examination boards. • Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements etc. • Full responsibility to recruit and organise the school exam invigilators, including training, rota's and ensuring up-to-date information is provided to them & HR. • Full responsibility for own H&S and that of pupils, invigilators and any exam related visitors to the school during exam periods. • Manage arrangements for internal examinations (Room bookings, Invigilation, Timetables etc.) • Responsible for the preparation of examinations, including room set up, resources, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery; whilst taking into consideration any special requirements. • Make arrangements for the specific needs of individuals (e.g. SEN), for school pupils to sit examinations elsewhere. • Check, collate and provide data and analysis on entries, results and distribute certificates and examination results to pupils and staff. • Respond to all internal / external examination queries and issues by providing a high quality, customer focussed service which upholds and supports the school's policies and procedures. 					
Additional Supporting Information					
<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 4. 					



General

- Support the school general administration function.
- Undertake any other duties commensurate with the grade.
- To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school.

Job description and terms agreed

Signature of employee:

Signed employer representative:
