



## CHESTNUT GROVE ACADEMY - JOB DESCRIPTION

### EXAMINATIONS OFFICER

Grade	SO1 point 23
Contract:	Permanent, 42 weeks per year (term time only +3 weeks) 36 Hours (excl meal breaks) 08:00 – 16:00
Reports To:	As a member of support staff, the post is professionally responsible to the Headteacher but will report and be directed on a day to day basis by the Deputy Head responsible for Exams Management.
Location:	In the Exams office but may be required to work anywhere within the school.

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#### CONTEXT:

Chestnut Grove Academy is a high performing convert academy which prides itself on enabling students of all abilities and backgrounds to reach their potential. Academic success is a key strength of the academy with strong performance at both GCSE and A Level. The student capacity is approximately 1300 students.

Our learning environment has been transformed with state of the art facilities for both staff and students as a result of moving into new buildings in 2017.

Chestnut Grove Academy is part of the Wandle Learning Trust. A Multi-Academy Trust which builds on the success of the Wandle Teaching School Alliance, of which we are the lead strategic partner with Chesterton Primary School.

#### PURPOSE OF JOB:

To be responsible for the administration and management of public and internal examinations, ensuring that they are delivered effectively and efficiently under the instruction or guidance of senior staff, as required.



## **KEY RESPONSIBILITIES & TASKS:**

### **Organisation/Communication**

- To deal with queries from students, staff and parents, regarding examinations, in person and by telephone.
- To deal with students' needs regarding examinations, including ensuring they are well informed about all examination requirements;
- To keep all relevant staff effectively informed regarding all examinations requirements;
- To liaise with all relevant examination boards, ensuring they receive all relevant information on time

### **General exam duties throughout the year:**

- To lead and manage a significant number of invigilators, including their recruitment and training.
- To be up to date with all annual changes to legislation and documentation from JCQ and the individual awarding bodies
- To write and distribute memos, forms (estimated grades, mark sheets, CAMs sheets etc.) to departments
- To maintain an examinations notice board
- To process all examination entries for public exams, BTEC, GCSE, A Level, Project Qualification, Alps and 4Matrix
- To make arrangements for Year 11 mock exams and 6<sup>th</sup> form exams, including room timetabling, staffing and provision of access arrangements.
- To correspond with examination boards, including queries, passing these to senior staff if necessary
- To provide examination timetables, packs etc. to students
- To process former students' examination results requests
- To distribute and collect marksheets and samples of coursework. Ensure safe posting of samples to moderators – following correct procedure.

- To report on BTEC results, via Edexcelonline
- To work with the Inclusion Faculty to make applications for all students who will require access arrangements. Process all applications using Access Arrangements Online. Ensure all students' needs are met. Ensure all relevant paper work regarding access arrangements is completed, e.g. scribe cover sheets, central record kept of 'evidence of need'.
- To make arrangements for the Wandsworth Year 6 test and CGA Specialist entry exams

### **During the Examination Seasons:**

- To devise the full timetable for each exam season, to include appropriate rooming ensuring the PE department and Cover Officer have been informed in advance.
- To produce, update, check and distribute examination timetables to staff, students and parents; and ensuring that the full timetable is displayed around the school (office, 6<sup>th</sup> Form, Foyer, Corridors etc)
- To liaise with Premises staff about arrangements that need to be made for setting up of exam rooms
- To brief students on exam procedures and conduct and produce guidelines for staff, students and parents
- To open, count and log contents of examination packages and ensure safe storage to maintain integrity of exams
- To sort attendance registers and address labels in date order
- To ensure all documentation is in place
- To have responsibility for ensuring examinations rooms are correctly set out and regulations followed
- To identify all clashes and make appropriate provision for students

### **In the examination hall(s);**

- To deploy and supervise a team of examination supervisors, ensuring adherence to examination conditions. Liaise closely with line manager over issues of invigilation and cover
- To ensure the centre is following all JCQ inspection guidelines

- To ensure that there is an appropriate amount of the correct stationery and equipment available for all students;
- To inform senior staff of absent candidates and breach of examination rules
- To have responsibility for the application for special consideration (e.g. in case of illness, injury etc.)
- To collect, count, check and package completed scripts and store safely for collection by Parcel Force;

### **After the Examinations:**

- To process and distribute results to students
- To input all results into spreadsheet
- To prepare examination results for prospectus and report to governors (public exams).
- To process all Enquiries About Results (EARs) and Access To Scripts requests from HoDs and SLT
- Check and sort all exam certificates and arrange for students to collect;

### **General Administrative Responsibilities:**

- To administer the Exams Budget, ensuring that the Finance Department is informed of any problems.
- To undertake general financial administration, e.g. processing of orders and invoices as required.
- To operate relevant equipment and ICT software effectively (e.g. Word, Excel, databases, spreadsheets, internet):
- To maintain stocks and supplies, cataloguing and distributing as required
- To provide general advice and guidance to staff, students and others;

### **General Responsibilities:**

- To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection. To be fully

aware and understand the duties and responsibilities pertaining to the Children's act 2004 in relation to child protection and safeguarding children and young people.

- To be aware of the principles of safeguarding as they apply to vulnerable children.
- To comply with school's health and safety policy at all times and to take responsibility for own and others Health and Safety; ensuring issues are raised or reported as required to senior management or Health and Safety representatives.
- Be aware of and support difference and ensure equal opportunities for all.
- To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.
- To engage actively with the performance review process and take responsibility for own development.
- To open and prioritise post as required.
- To undertake any other administrative duties in the school if directed and to comply with any reasonable request from SLT to undertake work of a similar level.

## **PERSON SPECIFICATION:**

### **Qualifications, experience and knowledge.**

- *Mandatory:* Minimum Grade C in English and Maths GCSE
- *Highly Desirable:* Higher Level Business/administration qualification
- Experience of working in a busy office or administrative environment at a similar level.
- Demonstrable experience in delivering effective administrative and organisational skills.
- Knowledge of the Exams process in schools.

### **Competencies & Skills**

- Excellent IT skills and knowledge of management information systems (e.g. Bromcom, Word, Excel, etc);

- Excellent oral and written communication skills;
- Excellent organisational and administrative skills;
- Evidence of the ability to work to high standards of accuracy, including the ability to analyse and work methodically, with a meticulous eye for detail;
- Evidence of ability to work under pressure and to meet tight deadlines;
- Good presentational skills
- Good interpersonal and skills;

### **Personal attributes**

- The ability to work effectively in a team with a range of styles and personalities;
- Honesty, integrity and reliability in the handling of sensitive and confidential documents and information;
- Confidence and assertiveness in dealing with staff and students at all levels; especially when carrying out examination invigilation;
- Willingness and ability to work flexibly at peak times (e.g. some evenings)
- Ability to keep a good sense of humour and resilience under pressure.
- An excellent record of attendance and punctuality.

*Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the school in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development through multi-skilling opportunities and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.*