



King Edward's

W I T L E Y

Job Description – Examinations Officer

Overall Purpose

To be responsible for all aspects of running both internal and external examinations at the School, including the administration of exams, liaison with examination boards and data management.

Reporting to: Director of Studies

Location: King Edward's Witley

Direct reports: Senior Invigilator and Invigilators

Hours of work: Monday to Friday, Full time, 37 weeks per annum (typically 33 weeks of term time and 4 weeks during the holidays). The nature of the role requires the willingness to be flexible in working variable hours across the year with some longer days needed during the Summer examination season. Some work may be required during School holidays, for example when GCSE and A-Level results are published and if GCSE resits/university entrance exams are in one of the weeks of the October half term.

KESW is a vibrant community of committed staff and pupils full of enthusiasm and excitement. The School offers a rich learning environment where we encourage pupils to excel, where we support them through a wealth of learning opportunities, embedding independence of mind, integrity and an enjoyment of all aspects of school, both academic and co-curricular. We are also keen to nourish and develop our staff through focused professional development tailored to the needs of our individual teachers, allowing each one to flourish and enrich both subject knowledge and pedagogy. Our colleagues are involved in research projects, masters programmes and are offered regular opportunities to extend their academic and pastoral knowledge and skills through INSET.

Main duties and Responsibilities

- Organise all aspects of the internal and external school examinations
- Manage the process for subject entries/estimated entries/registrations/late entries and withdrawals
- Support the Special Educational Needs Coordinator (SENCo) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc)
- Manage the receipt, storage and distribution of examination materials
- Manage coursework processes, ensuring teachers meet all applicable deadlines
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments prior to these taking place
- Produce and distribute examination timetables for internal and external exams
- Produce accurate clash lists and ensure pupils have appropriate supervision when affected by clashes
- Oversee rooming and seating plans for examinations by producing lists and information liaising with Estates to ensure desks are set up appropriately

- Ensure all rooms are set up to JCQ / CIE regulations
- Organise invigilation, including invigilator training and coordinating with the cover supervisor if any invigilator is absent
- Organise remote internal exams if needed, e.g. due to pupil illness
- Download and distribute results to staff, parents and pupils, on-line and in paper form as appropriate
- Manage the Enquiries about Results process, raising and recording enquiries, ensuring payment has been made and reporting outcomes. Ensure iSAMS is updated with any grade changes
- Distribute certificates
- Liaise with key staff to take responsibility for the successful outcome of JCQ, exam board and all other related inspections
- Authorise exam board invoices and inform accounts where payment should come from, e.g. parents, department, etc.
- Ensure all JCQ and other appropriate updates e.g. CIE are actioned and passed on to invigilators, teachers and the School Leadership Team; with all policies updated appropriately
- Organise and administer all university related testing
- Take an ethical approach and work proactively to avoid malpractice among pupils and staff
- Manage unexpected issues/irregularities which may affect the conduct of examinations
- Oversee and manage appropriate access rights for relevant staff to awarding body on-line tools

Person Specification

Essential

- Educated to GCSE/equivalent or above
- Good GCSE grades in Maths and English GCSE/equivalent
- Relevant experience of working in a similar role
- Proficiency in Word/Excel/Outlook
- Ability to communicate effectively and empathetically with parents, staff and pupils
- Motivation to work with children and young people
- Close attention to detail
- Ability to be reliable and work on own initiative
- Ability to manage workload and priorities as well as tracking progress on a wide range of tasks
- Ability to prioritise and work to deadlines with a 'can do' attitude
- Unflappable and highly flexible, a team player with a good sense of humour
- Sympathy and affinity with a School environment and the aims of KESW in particular

Desirable

- Knowledge of iSAMS (the School's management Information System) training can be provided
- Knowledge of GDPR

The Department:

The Examinations Officer has a standalone office at the centre of the School, opposite the staff common room. The department works with a wide range of people in the school community, including pupils, parents, teachers, and non-teaching staff.

Child Protection: King Edward's Witley is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The above is not intended to be an exclusive list of tasks and other duties may be expected as reasonably determined.

This job description will be reviewed as appropriate in consultation with the post holder.

Signature of Post holder: _____

Date: _____