



# ST. JOAN OF ARC Catholic School

## JOB DESCRIPTION

**TITLE OF POST:** Examinations Officer

**ACCOUNTABLE AND RESPONSIBLE TO:** Member of Senior Leadership Team i/c Exams

### MAIN PURPOSE OF THE JOB:

To carry out a range of tasks to support the Headteacher and staff in the following key areas of operation of the school:

- Exams management

### ACCOUNTABLE AND RESPONSIBLE FOR THE FOLLOWING KEY TASKS:

Lead on the management, organisation and administration of all internal and external examinations

- Liaise with Examination Boards in respect of the administration of entries, NEA/coursework requirements and results and keeping abreast of national changes to ensure an updated knowledge of examination requirements
- Liaise with Curriculum Leaders to ensure exam entries are timely and accurate. Provide guidance and support regarding internal examinations.
- Liaise with SENCo to ensure appropriate to need, making Special Consideration applications where appropriate
- Liaise with staff, students and parents regarding results and appeals.
- Disseminate information to keep staff, students and parents are informed of exam entries, exam deadlines, regulations, any changes in exam arrangements and any other changes that occur
- Processing of all entries, amendments and withdrawals for public examinations according to published Examination Board deadlines, checking they are correct and agreed by staff
- Resolve examination clashes in accordance with regulations and make appropriate provision for students
- Manage a system of invigilation to cover management, training and deployment of invigilators and liaise with the HR Administrator regarding the timely recruitment of invigilators
- Ensure exam papers are checked, logged and kept under secure conditions. Ensure movement and dispatch of all confidential exam materials follow current regulations
- Manage the daily running of internal and external examinations, ensuring that all relevant materials and equipment are available in the exam rooms, including transport and setting up of laptops
- Downloading exam results on the days they become available and oversee the distribution of results to candidates on the appropriate days
- Assisting with and attending the Certificates Evening
- Manage the examinations budget to ensure maximum efficiency in terms of student outcomes, including reimbursement of resit costs etc by the students/departments as appropriate and provide information to the Finance Manager to enable the projected annual cost of examinations to be determined
- Maintaining the school MIS database for all exam entries/results
- Keep up to date with all JCQ regulations and ensure the school follows them.

### OTHER:

- Attend training courses, departmental meetings and performance management interviews as directed by the line manager
- Undertake any other reasonable tasks as directed by the line manager or the Headteacher.



All Saints  
Catholic Academy Trust

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