

**Ashton Community Science College**

Job Description

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| **Post:** | Exam Officer  |
| **Reporting to:** | School Business Manager |
| **Responsible for:** | Exam Invigilators  |
| **Working Hours:****Working Weeks:** | 37 hours a week 38 plus 1 week\* \* 4 days in August for results download and appeals etc. I day first day of the Autumn Term  |
| **Salary/Grade:** | Grade 6 |

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| **Job Purpose** |
| 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. To manage the invigilator team |

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| **Accountabilities / Responsibilities*** Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken
* Liaise with staff/Heads of Department re pupil examination entries
* 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
* Organise the school’s external invigilators, including training and ensuring up-to-date information is provided to them
* Manage arrangements for internal examinations
* Responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery
* 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
* Provide data and analysis on examination entries and results.
* Oversee the work of and line manage a team of exam invigilators.
* Supervise other staff involved in examinations.
* Undertake examination invigilation
* Manage the examinations budget and recover monies from candidates or absentees
* Liaise with FE Colleges.
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| **General** * To work within school policies and procedures
* To contribute to the provision of an effective environment for learning
* To attend skills training and participate in personal/performance development as required
* To take care for their own and other people’s health and safety
* To be aware of and respect the nature of issues
* Other duties at the same responsibility level may be interchanged/added to at the discretion of the Headteacher
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| **Additional supporting information – specific to this post or postholder** |

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| Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| **This job description is current at the date below, but following consultation with you, may be amended by the Headteacher to reflect or anticipate changes in the job or needs of the school** |

**Date: May 2024**