

## THE ELTON HIGH SCHOOL

### JOB DESCRIPTION

<b>Name:</b>		
<b>Post Title:</b> EXAMINATIONS OFFICER plus other administrative tasks		
<b>Department:</b> The Elton High School	<b>Post Grade:</b> 8	<b>Hours:</b> 8.30 – 4.30
<b>Special Conditions of Service:</b> none		
<b>Purpose and Objective of post:</b> To be responsible for the administration, organisation and smooth running of all examinations within the School		
<b>Accountable to:</b> Headteacher		
<b>Immediately responsible to:</b> Deputy Headteacher		
<b>Immediately responsible for:</b> Exam Invigilators		
<b>Relationships (Internal and External):</b> Governors, Headteacher, Teachers, Students, Parents/Carers, Examinations Boards		
<b>Control of resources:</b>		
Duties/responsibilities To act as a central point of contact for all matters relating to public examinations To be responsible for checking all examination entries to ensure accuracy To oversee the inputting of data for student examination entries To be responsible for all correspondence with examination boards To liaise with examination boards with regard to the administration of entries, coursework requirements, conduct of examinations and examination results To liaise with the Head of Inclusion with regard to special requirements for students with SEN undertaking examinations and to ensure that exam boards are made aware of these requirements to ensure that appropriate provision is made To ensure that effective communication procedures are in place with students, parents, teaching staff and the Headteacher and to deal with all enquiries regarding examination entries, timetables and results To be responsible for organising the invigilation of exams including the recruitment of suitable invigilators and the production of invigilation timetables To produce a schedule of rooms to be used for examinations and ensure that these rooms are set up appropriately in line with examination board requirements To produce student seating plans for all examinations To ensure that all necessary stationery and materials are available in the examination rooms To ensure that the correct number of external examination papers have been received and be responsible for the storage and security of the papers and completed examination work as necessary To arrange the distribution of examination papers on the examination days To produce guidelines on examination procedures and conduct and disseminate to staff and students To meet and liaise with examination inspectors		

To collect completed paper and prepare for postage  
 To oversee the distribution of examination results from the school office  
 To check students' examination certificates when they arrive from the examination boards and ensure that they are ready for distribution  
 To keep up to date with changes in examination regulations  
 To liaise with students regarding the accuracy of information provided by the Exam Boards for exam entries, ensuring students are aware of the Exam Board's requirements regarding their conduct during examinations  
 Liaise with students and parents in respect of appeals and result enquiries

**Additional duties include:**

Administering First Aid  
 Administrative support for the Deputy Headteacher  
 Reception duties when necessary  
 Preparation of resources/photocopying where necessary  
 Support for Work Experience and Work Related Learning  
 Support for the development of Progress File  
 Sims administrator

Be aware of and comply with school policies and procedures relating to Child Protection, Health and Safety and security, confidentiality and data protection  
 Contribute to the overall ethos/aims/work of the School  
 Establish constructive relationships and communicate with other agencies/professionals including Bury College  
 Attend and participate in meetings as appropriate  
 Participate in training and other learning activities as required  
 Recognise own strengths and areas of expertise and use these to advise and support others including role as Diploma Consortium Policy Lead Administrator  
 Supervise students on visits, trips and out of school activities as required

Job Description prepared by:	Sign:	Date:
Agreed correct by Post holder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date: