



St Mary's School

C A M B R I D G E

Examinations Officer Job Description

St Mary's School
Bateman Street
Cambridge
CB2 1LY

T: 01223 353253
F: 01223 280254

stmaryscambridge.co.uk

About the Role

Job Title: Examination Officer

Accountable to: Deputy Head (Data and Operations) or other nominated person

Salary: £29,000 - £32,000 per annum

Hours of work: 4 days a week for Autumn and Spring terms and 5 days a week for Summer term (plus additional 5 weeks during school holidays)

Place of work: Bateman Street, Cambridge; On-site/Hybrid

About the team

The Exams Officer is part of a small department and will report to the Deputy Head (Data and Operations).

The Examination Officer is responsible for the line management and appointment of Exam Invigilators

Role responsibilities

This is a varied and autonomous role and will involve the management of the operational aspects of the examination processes. You will 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, adhering to national regulations and guidelines and managing an annual budget. This will include management of exam invigilators, exam scheduling and publishing, liaison with systems professionals for exam data handling and problem-solving exam related issues.

- To provide support, advice and guidance to the head of centre/senior leadership team in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times
- To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed
- To understand JCQ and awarding body key dates and deadlines and have in place robust procedures to ensure these are met
- To ensure examinations are conducted in accordance with the regulations
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place

Other responsibilities include:

Administration Duties

- Attend regular CPD training on examination updates, codes of practice etc
- Amend, create and implement relevant examination policies for the school so that the examination system, rules and regulations set by the awarding bodies and JCQ are clear to all members of staff, students and parents in the school
- Manage JCQ inspections and, in consultation with the Deputy Head, ensure that all policies and procedures are kept up-to-date
- Manage, build and maintain good working relationships with the external Examination Boards
- Updating key internal staff on current examinations policies and procedures
- Recruit, train, update and manage a team of invigilators
- Training of the Examination Team, including teaching staff in line with relevant JCQ updates, ensuring relevant records are kept of the invigilators training certificates
- Liaising with and supporting Senior Management with examinations related decision making
- Manage the Examination budget and ensuring that the department is operating in a cost-effective manner at all times
- Provide reports on examination results to relevant stakeholders (internal and external) as required

- Provide data and analysis on examination entries and results
- Manage candidate personal information within GDPR
- Attend weekly meetings with the Exams Officer line Manager (Deputy Head)
- Attend weekly 'Exams Access Arrangement meetings' with Line Manager and school SENCo.
- Managing the process of coordinating internal and public examinations, including any University Admissions tests
- Manage appropriate access rights for teaching staff using JCQ and awarding body online tools
- Maintain SMC and Firefly by updating JCQ information/policies etc
- Generate candidate numbers and input ULN's
- Check candidate's names are correct
- Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs of any changes to centre status
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)

Examination Duties

- Obtain information from Heads of Departments regarding estimated entries and exam board and syllabus information, including students being entered early for a public examination Submit these to the examination boards
- Download the base data from the exam boards and complete the entries for the public exams. Check these are correct with Heads of Departments
- Complete the official public examinations entries after getting final sign off from Heads of Department, including early entrants and resit students.
- Provide examination assemblies to students in Years 11, 12 and 13 to make them aware of what they need to do when taking a public examination. Keeps logs of who attended the training session and meet with those who were absent
- Keep logs of which parents and students have read and understood the JCQ examination rules and the consequences if these are not followed
- Have meetings with the school SENCO to ensure that the correct access arrangements will be applied for to the exam board by the deadline and upload the related documentation to evidence the need for the arrangement
- Publish and distribute exam timetables, procedures and exam board information including the resolution of clashes to students
- Ensure all centre assessed subject exams (NON written ones) are run according to JCQ Guidelines e.g. orals, practical's etc
- Enter and submit centre assessed marks, provided by HODs, are entered by the board set deadlines
- Apply for special consideration for students who have had their examinations affected by illness, event etc. This may include the gathering of evidence for the special consideration application
- Developing and delivering communications relaying examination invigilation schedules
- Complete the invigilation rota for the exams and publish this in good time.
- Ensure all exam accommodation is prepared in accordance with the requirements
- Prepare and organise examination materials, including managing the secure storage of examination papers
- Manage the daily running of internal and external examinations, including ensuring the examination materials are in place for the start of the examination and collected and dispatched after the examination in accordance with the appropriate regulations
- Supply examination boards with all completed documentation and requests
- Access results of external examinations and manage the integration into the school ICT system. Need to add something about creating the statistics
- Effective communication with Exam Board personnel, school staff, students and parents ensuring that all queries and appeals are dealt with efficiently meeting required deadlines

- Apply for 'review of marking' requests from students following their examination results and inform them of the outcomes of these
- Manage the requests from students for accessing their examination scripts post results
- Complete ISC data and update as appropriate
- Managing and distribution of all Examination results and Certificates
- Providing any requested data in a timely manner by Head of other members of SLT

The above list is not an exhaustive list of duties and you may be expected to perform different tasks as necessitated by your line manager and your changing role within the School and overall business objectives of the School.

Person Specification

| | Essential | Desirable |
|---|--|--|
| Qualifications | <ul style="list-style-type: none"> • A good standard of education including Maths and English GCSEs Grade A*-C (or equivalent) or Level 2 Literacy and Numeracy is essential | |
| Skills and Experience | <ul style="list-style-type: none"> • Highly proficient in the use of spreadsheets and data management, with a high level of accuracy and attention to detail • Experience of working with children aged 13 – 18 years old | <ul style="list-style-type: none"> • Significant administrative experience • Experience of working with SEN students |
| Knowledge / Abilities (Competencies) | <ul style="list-style-type: none"> • Good written and verbal communication skills • Highly proficient in the use of MS Office including Outlook, Word and Excel • The ability to handle confidential and sensitive information with tact and discretion • The ability to establish good working relationships • Proven organisational skills, capable of multitasking, prioritising and working to deadlines • Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations • Knowledge of school policies and procedures relating to health, safety, security and confidentiality of data and equal opportunities | <ul style="list-style-type: none"> • Knowledge and understanding of how independent boarding and day schools operate |
| Personal Qualities | <ul style="list-style-type: none"> • Friendly, approachable manner and able to work as part of a team as well as the ability to work on your own • Discreet, tactful, diplomatic and the ability to maintain confidentiality • Resourceful, proactive, self-motivated and resilient • Diligent and conscientious • Ability to work with people at all levels always maintaining a high degree of professionalism. • Calm under pressure | |

We are all members of one community and must therefore endeavour, always, to maintain positive working relationships with all colleagues, treating others with the same level of professionalism, respect and politeness that we would wish for ourselves. In addition, you are required to work in pursuit of our core aim, which is to ensure every student's aspiration, capabilities, interest, and talents are recognised, nurtured and celebrated. We pride ourselves on our academic standards, extra-curricular provision, and pastoral care. Your performance in this regard will be judged by your outcomes relating to work, attitude, and professional behaviour.

Child Welfare and Child Protection Issues

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to the use of authority and maintaining discipline.

Any relevant issues arising from the take up of references will be discussed at interview.

The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check.