

# Felpham Community College

## Job Description

### Examinations Officer

<b>Core purpose:</b>	To organise and lead the college procedures for examinations and testing
<b>Reporting to:</b>	Data & Assessment Manager & Assistant Headteacher
<b>Hours</b>	37 hours per week, term time only plus 5 INSET days + 2 weeks holiday working (mid-August for exam results). Mon – Thurs 8.00am – 4.00pm, Fri 8.00 – 3.30pm with 30 minute lunch break (unpaid). Some flexibility will be required to cover the peak exam period.
<b>Grade</b>	7 (SCP 23 - 26)
<b>Grievance Officer</b>	Headteacher

#### Duties:

##### Examinations

- Responsibility for all examination entries, results timetabling and security, including processing of all correspondence to and from Exam Boards
- Processing of all applications for Access Arrangements and Special Consideration in liaison with the Curriculum Support Team
- Liaising with Curriculum Leaders to ensure accuracy of entries and to ensure preparation of coursework despatch, within Exam Board deadlines
- Manage the Invigilation Team, ensuring that they are trained in JCQ regulations
- Prepare Examination rooms with support from Data team and invigilators
- Liaise with Site Manager to ensure enough tables and chairs are laid out
- Investigation of malpractice cases
- Provide Examination Centre services with possible private candidates to meet their examination needs.
- Support the Data & Assessment Manager with the examination results days, including download the receipt of exam results, preparation of students statements of results and information for staff
- Checking and dispatching exam results and certificates
- Co-ordination of results enquiries and appeals as well as all post-results services including access to scripts, re-marks and clerical checks
- Management of the exams budget, monitoring of entries to prevent financial penalties and maintenance of stock of Exam Board stationary
- Making entries, drawing up examination timetables and dealing with queries
- Ensuring special access arrangements are appropriately managed and implemented
- Manage fees and charges
- Work alongside the Data & Assessment Manager to maintain Course Manager on SIMS making sure QANs, classification, elements etc. are correct
- Prepare a task plan for the Summer exam season for SLT & other staff involved

##### Other Duties

- Working as part of the Data Team provide a flexible resource by contributing to & assisting with other tasks under direction & guidance of the Data & Assessment Manager

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the DBS before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.
4. Every member of staff has a responsibility to safeguard and promote the welfare of children

**PERSON SPECIFICATION**  
**Data and Assessment Manager**

<b><u>Attributes</u></b>	<b>Essential</b>	<b>Desirable</b>
<b>Physical make up</b>	General good health  Professional appearance, conduct and demeanour	
<b>Attainment</b>	Excellent organisation skills  Proven management skills	First Aid qualification
<b>General intelligence</b>	Good numeracy skills including data analysis and spreadsheet experience  Able to take initiative and to develop a flexible approach  Possess common sense, have a practical and mature attitude	
<b>Disposition</b>	Experience of/enjoys working with young people  Excellent communication skills and the ability to handle confidential issues sensitively  Capacity to work as member of a team as well as to work independently  Professional manner  Enthusiastic  Reliable and hard working  Ability to motivate/negotiate  Tact, diplomacy and sensitivity  Calm manner	
<b>Circumstances</b>	Proven record of attendance and punctuality	Current DBS Enhanced Disclosure  Experience of working in a (secondary) school environment

## FURTHER INFORMATION

<b>Probationary period</b>	A formal probationary period of six months is a condition of service for all new staff that do not have previous, relevant, continuous service. The induction programme must be completed within this period.
<b>Notice period</b>	During the six months probationary period - one week, eight weeks thereafter.
<b>Salary</b>	Paid on 24 <sup>th</sup> of every month into a bank account, except in December when payment is made earlier.
<b>Increments</b>	<p>All increments are subject to satisfactory performance.</p> <p>If starting between 1<sup>st</sup> April and 30<sup>th</sup> September the increment will be on 1<sup>st</sup> April the following year.</p> <p>If starting between 1<sup>st</sup> October and 31<sup>st</sup> March the increment will be 6 calendar months after the date of commencement and then 1<sup>st</sup> April until the top of the scale is reached.</p>
<b>Pension</b>	Staff are automatically entered into the Local Government Pension Scheme unless they elect to decline. The college contributes to this scheme but not to private pension schemes. The employee contribution is 6% of salary.
<b>Other details</b>	<p>All offers of employment are subject to references that are satisfactory to the college, and also to medical, police and other clearances we are required to make as an educational establishment. Proofs of identify will also be required from the successful applicant.</p> <p>The college will need to see the <b>originals</b> of relevant qualifications quoted on your application form. If the name on these certificates is not the name you now have, we would then need to see the document proving the name change, ie marriage certificate or deed poll certificate.</p> <p>Photocopies of proof of identity and qualification certificates will be taken as proof that these have been checked and verified.</p>