



# Queen Mary's Grammar School



## Job Description and Person Specification

<b>Job Title:</b>	<b>Examinations Officer – From January 2024</b>
<b>Grade / Salary:</b>	<b>NJC 15-23 FTE £27,803 - £32,076</b> <b>Actual salary: £25,868 - £29,843</b>
<b>Hours:</b>	Full-Time (37 hours)  The post holder is required to work 3 weeks of the Summer holiday period during exam results weeks for GCSE and A levels and the week leading up to the start of the next academic year.  Some additional working hours outside of normal agreed hours may be required from time to time to support examinations.
<b>Purpose of Job:</b> To manage the administration, organisation and smooth running of all internal and external examinations  <b>Reporting to:</b> Data and Administration Manager <b>SLT oversight:</b> Deputy Headteacher <b>Line Management responsibility:</b> Examination Assistant	

### Main Duties and Responsibilities of the Role:

- Responsibility for the administration and organisation of both public and internal examinations including rooming, timetabling, deployment and management of invigilators, dissemination of information to staff, students and parents within JCQ guidelines and school policy, liaising with other staff as necessary.
- Submission of examination registrations, entries, forecast grades and Non-Examined Assessments for external exams to the awarding bodies for all public exams
- Manage the daily running of external examinations and the organisation of practical exams, including ensuring the examination materials are in place for the start of the examination; are collected after the examination and dispatched in accordance with the appropriate regulations
- Preparation and organisation of examination materials, including managing the secure receipt and storage of physical and electronic examination papers in line with JCQ regulations.
- Remedy any examination clashes and make appropriate provisions for students within JCQ guidelines.
- Maintain effective communication with Exam Board personnel, school staff, students and parents ensuring all queries and appeals are dealt with efficiently to meet required deadlines.
- Recruitment, management and training of the examination invigilation team. Allocation of invigilation sessions and responsibilities. Processing of payments to invigilators. Liaising between DSL and invigilation team over safeguarding requirements. Liaising between SendCo and invigilation team over access arrangements

### Job Description:

- Liaise with Heads of Departments with regards to the relevant examination boards and syllabuses studied to examination level. To establish the number of entries at each tier and to process entries and NEA marks, submitting entries in order that examination boards receive correct student entries on time.

- To manage all submissions for 'special considerations' to the relevant Examination Boards.
- The publication and distribution of exam timetables, procedures and exam board information including the resolution of clashes.
- Monitor exam attendance and take appropriate action in liaison with pastoral support/Heads of Departments/SLT
- Work with the SENDCO to ensure that all students are provided with the appropriate access arrangements for public and internal examinations, ensuring they are implemented in line with JCQ guidelines. Support the administration of access arrangements.
- Manage 'external applicants' for public examinations.
- Manage JCQ inspections and ensure that all policies and procedures are kept up to date.
- Collate and submit required information for the controlled NEA's as required to efficiently meet relevant deadlines.
- Arrange MIDYIS / YELLIS / ALIS on-line testing for Years 7, 10 and 12 and potential mid-year admissions in all years
- Arrange for MFL speaking assessments, including where these are to take place at another centre
- Be responsible for making entries for the EPQ qualification.
- Liaise with other schools in the Mercian Trust over timetabling of internal exams, where necessary
- Access results of external examinations from the relevant boards on results days
- Ensure that all information for public and internal examinations is available via the school website.
- Issue to all students taking exams: candidate numbers, all JCQ regulations and the schools expectations of them, together with their examination timetable.
- Collate and distribute statements of entry to students and exam timetables
- The administration and management of all entries to Oxbridge, Entrance and Aptitude tests.
- Organise and staff the October / November university admissions tests.
- Management of the post-results examinations service and delegating where appropriate to the Exams Assistant.
- Keep staff aware of all deadlines regarding entries and re-takes.
- Responsible for operating cost-effectively within an examinations budget. Responsible for managing budget expenditure and authorising spend within budget provision.
- Liaise with relevant site staff and teaching staff about arrangements that need to be made for furniture set up in the Main School Hall, the Sports Hall and/or other examination rooms
- Review 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 in the school.
- Ensure confidentiality of all data and records.
- Plan own work to ensure objectives and deadlines are met.
- Ensure all room changes are booked using the school system and staff and pupils notified accordingly, especially liaising with the Cover Manager where appropriate
- Support the Admissions Office in the logistics of the school entrance exam day

#### **General Responsibilities:**

To play a role, under the overall direction of the Headmaster, in:

- creating a School environment with an outstanding care and guidance of, and for, all members of the School community;
- contributing to the overall ethos and high academic achievement of the School;
- supporting outstanding teaching and learning, achievement and behaviour across the School.

This includes:

- being an active member of the School community who is passionate about ensuring an excellent standard of teaching and learning;
- providing a flexible service that adapts to the changing needs of the School community and responds to day-to-day situations as they arise;
- ensuring that a proactive customer service approach is adopted in all tasks undertaken;
- ensuring that the School community has the right information at the right time to enable an excellent service;
- contributing to the ethos of the School by participating in and leading on enrichment activities;
- taking on relevant responsibilities that are both essential or add value to the School community, for example accompanying school trips, or becoming a First Aider and / or Fire Warden;
- being aware and alert to the care of each child in the School, monitoring as appropriate and raising concerns when they appear;
- being a professional role model with a clear understanding of tolerance and the importance of diversity;
- developing positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school's priorities and targets;
- attending and participating in meetings, as required;
- regularly reviewing own practice, setting personal objectives and taking responsibility for self-development;
- consistently enhancing knowledge of educational initiatives, information and communications technologies and developments in relation to your role utilising self-directed learning;
- managing own workload and that of others to allow an appropriate work / home life balance;
- attending out-of-school-hours events, as directed by the Headmaster, Line Manager or another member of the Senior Leadership Team;
- undertaking any other professional duties reasonably delegated by the Headmaster, Line Manager or another member of the Senior Leadership Team to ensure the smooth running of the school

**Other requirements:**

- to be aware of all Safeguarding and Child Protection updates, as well as the need for data protection compliance at all times;
- to carry out your responsibilities at all times with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments);
- to carry out your duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment;

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offence(s) and when they were recorded.

**Person Specification:****Personal Qualities and Professional Relationships:**

- To have a positive and self-motivated approach to work, able to work autonomously and as part of a team;
- To be flexible and approachable;
- To be resilient and calm under pressure, working confidently within restricted timescales, prioritising where there are conflicting demands
- To have excellent organisation, planning and time management skills;
- To demonstrate a flexible approach to work and changing priorities;
- Possess a commitment to continuous self-development
- To be able to work in a supportive and patient manner with all pupils and colleagues;
- To engage with pupils and students and have presence in order to maintain excellent standards of behaviour;
- To be able to establish and develop good relationships with all involved in the School community, working well within different teams;
- To maintain professionalism, dealing with situations tactfully and maintaining confidentiality

**Skills:**

- To have excellent ICT and data management skills, especially using Excel spreadsheets;
- To have a good working knowledge of SIMS examinations module or equivalent
- To have outstanding communication skills and literacy, both oral and written;
- To have experience of communicating with people at all levels across an organisation
- To interpret exam board and JCQ regulations and policies

**Operational experience:**

- Previous professional experience of working in a school setting or other relevant experience;
- To have experience of working with and supporting young people;
- To have experience of working in an Examinations Office;
- To have experience of dealing with exam boards and JCQ;
- To have experience of using management information systems and/or online systems.

**Other:**

- To have an understanding and willingness to be involved in School enrichment activities;
- To have an understanding of the School environment, its ethos and its priorities

Please return completed application forms to [s.sahota@qmg.merciantrust.org.uk](mailto:s.sahota@qmg.merciantrust.org.uk)

***Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.***

