

Job Description

All Saints Catholic High School

Title of Post	Examinations Officer
Responsible To	Member of the Leadership Team
Grade	Grade 5 – Scale Points 15 – 20 pro rata
Hours	24 hours per week for 41 weeks per year (includes 2 weeks in August for summer examination results) Flexible across the school year
Contract	Permanent

Purpose of the Role

- Lead on administrative duties to manage the school's examination structures

Key Tasks to Achieve Outcomes

- Assist with arrangements for internal examinations
- Operate systems to collect data from staff about examination entries
- Make examination entries and make adjustments as required
- Prepare and distribute examination timetables
- Inputting of NEA grades and coordination of the submission of samples
- Arrange for safe storage of examination materials
- Organise examination papers for internal and external examinations
- Organise candidate seating for examinations
- Liaise with SEND and Year Teams on special arrangements
- Ensure a high standard of conduct in the examination halls
- Check and dispatch examination papers for external examinations
- Collect payments from students for resit examinations
- Book and train invigilators for examinations
- Organise the processing of all examination queries
- Organise the collating, safe storage and distribution of examination certificates
- Provide all senior staff with examination results as required
- Provide print outs of examination results for candidates and certificates
- Attend training to keep up-to-date with examination developments

Data Entry

- Enter data into SIMS package and exam board systems as required

Indicators of Performance

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- All internal and external examinations are conducted in an orderly manner
- All examination board/JCQ regulations are followed
- Entries are made accurately (cost effective)
- All students receive results information on time