



JOB DESCRIPTION

Title:	Examinations Officer
Salary:	£18 545 - £20 606 dependant on skills and experience
Hours:	0.2 FTE (7.5 hours per week)
Responsible to:	School Business Manager

Job Purpose

To be responsible for the administration and smooth running of the school's external examinations, ensuring students have a positive experience.

Main Responsibilities

- Manage all school external examinations
- Manage the recruitment and deployment of invigilators
- Effectively administer

1. Examinations Officer

- 1.1 Manage all aspects of the school's external examinations, including entering students for the correct modules and ensuring examination regulations are adhered to.
- 1.2 Liaise with Exeter College's examinations team.
- 1.3 Liaise with the School's SENCO to ensure appropriate access arrangements are made for students with SEND.
- 1.4 Manage the recruitment and deployment of invigilators.
- 1.5 Ensure clear communication within the school and to parents, students and other partners.
- 1.6 Manage the collection and sharing of results and coordinate post-results services for students in the school.

2. Additional Duties

- 2.1 To undertake appropriate regular training and development to maintain knowledge and improve practice.
- 2.2 To keep up-to-date with current developments and legislation affecting school examinations.
- 2.3 To be responsible for safeguarding and promoting the welfare of students.
- 2.4 To maintain the confidentiality of staff and student/family information.
- 2.5 Promote a working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 2.6 To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School at any of the School's, College's or University's sites or place of work.
- 2.7 To promote and conduct your professional duties and responsibilities within the parameters of the School's agreed values and aims.