

Job Description

Directorate: Children's Services

Division: Schools

Post Title: Exams Officer A1194

Evaluation: 413 Points **Grade: N4**

Responsible to: Head Teacher, Exams Manager

Responsible for:

Job Purpose:

- Ensure provision of exams office data.
- Management of KS3 exams process, ECDL, Literacy and Numeracy exams.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Assist with the management of the examinations office to ensure all procedures are followed within school including security and software systems as required within the school.
- 2 Assist with the management of examination invigilators and to deliver programmes for staff. Supervise teams of examination invigilators during the exam period.
- 3 Manage the KS3 exams provision within school in accordance with school procedures.
- 4 Manage the ECDL IT course, Literacy and Numeracy courses within school.
- 5 Ensure professional communication with examination boards regarding entry procedures via electronic communication.
- 6 Assist staff with exam queries and specifications.
- 7 Manage the stationery requirements of the examination function.
- 8 Assist with the management of the examination results information and data for publication and analysis.
- 9 Assist with the facilitation of exam results service to students in August and throughout the year as required. Give advice to staff/students regarding re-sits.

- 10 Assist with timetabling amendments as required.
- 11 To assist with preparation of the examination timetable throughout the year as necessary.
- 12 Liaise with the SENCO regarding consideration for pupils with special educational needs.
- 13 To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.
- 14 Assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.