

Examinations and Attendance Officer

Department:	CYPES	
Section:	Les Quennevais School	
Reports to:	Assistant Headteacher Responsible for Examinations and Attendance	
JE Ref:	CYP1142	
Grade:	CS08	JE Date: 20/06/2023

Job purpose

To manage and supervise examination and attendance processes and maintain a professional front line service to students and staff throughout the school, ensuring that the appropriate regulations and procedures stipulated by the relevant exam boards are adhered to by all participants.

Job specific outcomes

- 1.1 Provide full examination, attendance and administration support to the school and individuals ensuring that deadlines are met and that a high level of security, accuracy and efficiency is maintained at all times.
- 1.2 Manage all examination, attendance and administration operations, attending to detail by developing standard policies and procedures and maintaining adequate staffing levels in all areas at all times in order to provide a high-level professional service to students, teachers and parents, ensuring that all regulations and procedures laid down by the relevant examination bodies are adhered to.
- 1.3 Support and advise teaching staff in the understanding of examination and attendance processes including NEA submission, examination entry and regulations.
- 1.4 Train, manage and monitor a team of invigilation staff for a range of assessment and examination series
- 1.5 Assist in and provide the training of personnel (staff and students) at all levels throughout the school in new skills required relating to non-examined assessment, examination regulations and processes.
- 1.6 Keep abreast of the latest developments in examination and attendance regulations to advise the SLG, governors, staff, students, and parents on all aspects of examination regulation and delivery.
- 1.7 Notify colleagues of new procedures and deadlines and ensure that all correspondence is distributed on time in order to brief all participants fully of the commitment required and the outcome required.
- 1.8 Create and maintain safe, secure, and effective working procedures and practices for examination entry, management and results systems.

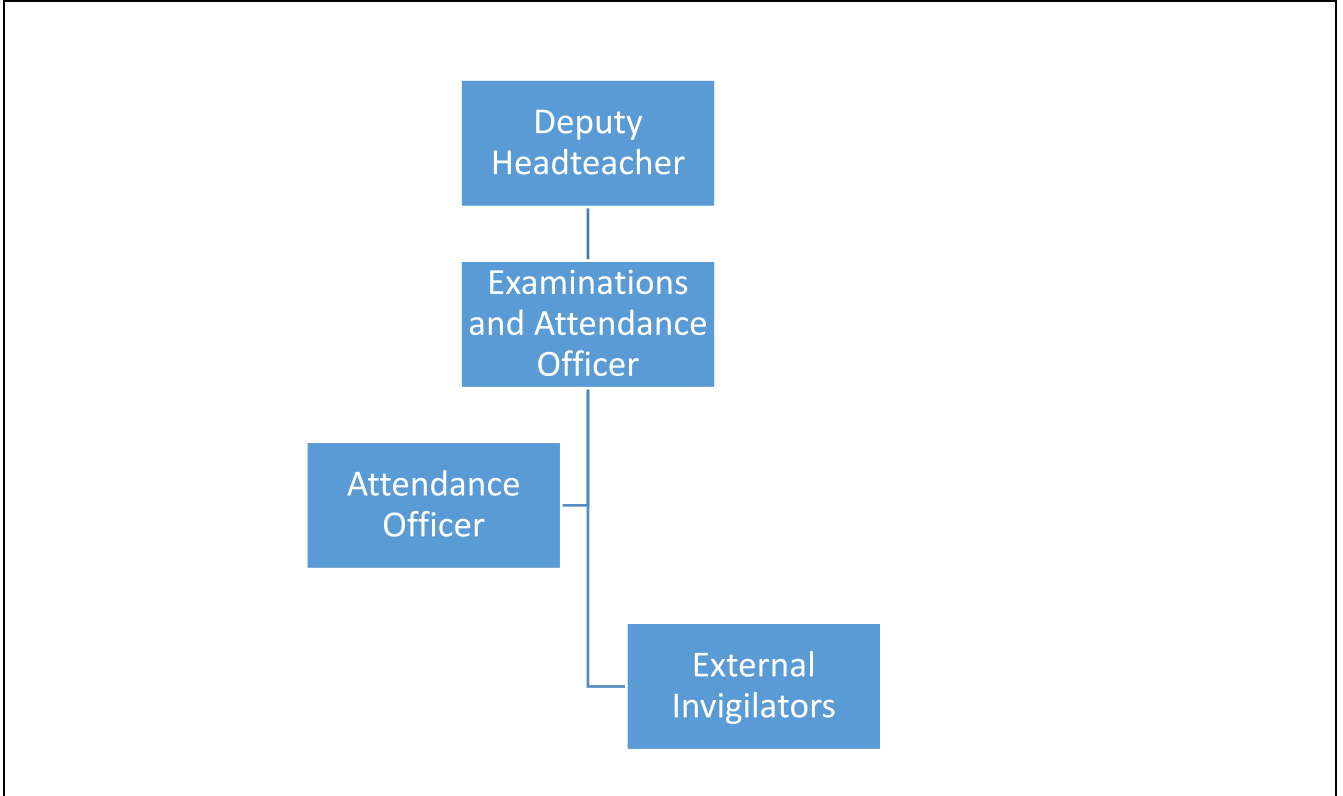
- 1.9 Communicate with SENCO and student assessment team to ensure student “special examination considerations” are accurate and are provided appropriately and efficiently.
- 1.10 To collect and analyse examination and attendance data, via the electronic systems, for use by educational services, the school and other agencies for maintaining and improving pupils’ attendance and results. Provide feedback to staff.
- 1.11 Communicate regularly on a day to day basis with the examination boards regarding student numbers and ‘special provisions’ and prepare appropriate documentation as necessary to satisfy the needs of the individual examination authorities.
- 1.12 Plan, produce and communicate internal and external examination timetables to staff, students and parents.
- 1.13 Manage, in conjunction with the Assistant Head Teacher (Examinations), the budget for examinations.
- 1.14 Track invoices from examination boards ensuring that fees total the entries made for the exam season. Supervise the receipt of all cash payments for re-sit examinations so that accurate records are maintained and that all payments received are transferred to the School finance office.
- 1.15 Supervise staff and invigilators attendance in line with standard procedures to ensure all services are adequately covered in order to meet the teacher and student demands at all times. Contribute to the selection process of new invigilators within the examination section and develop and train staff within the team to the standards required.

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Education to a minimum of A Level standard. A formal qualification in office management or secretarial skills.	A comprehensive understanding of the underpinning knowledge required to supervise the Exams Office and the wide-ranging exam types on offer.
Knowledge	A minimum of five years' experience of managing within an office environment. Professional keyboard experience.	Ability to cover related administrative roles as and when required.
Technical / Work-based Skills	Computer literate, Word, Excel and SIMS. Renewing annual licenses and re-accreditations.	Provide relevant statistics on examination entries and fees to SLG. Analysis of exams results and reporting on results data.
General Skills/Attributes	<p>Good people skills and sound organisational ability with an extremely high degree of accuracy.</p> <p>High level of resilience and ability to work under pressure.</p> <p>High level of integrity in ensuring security and fairness of examinations process</p> <p>Calmness, tact, diplomacy, confidentiality, and initiative.</p> <p>Good command of the English language in order to write various letters to official organisations.</p> <p>Calmness, tact, diplomacy, confidentiality and initiative.</p> <p>Communication skills often daily with invigilators,</p>	Ability to work independently an often under pressure during examinations periods using own initiative in order to streamline all examination processes within the school.

	teachers, students, parents and exam boards.	
Experience	<p>Experience of providing regulatory and administrative support for professional staff such as teachers.</p> <p>Knowledge of Microsoft Word and Microsoft Excel.</p>	<p>Knowledge of examinations structure and processes.</p> <p>Knowledge of School Information Management Systems (SIMS) or other databases and Electronic Download Interfaces.</p>