

Examinations Officer

Department: Children, Young People, Education and Skills

Division: Education Department – Jersey College for Girls

Reports To: Assistant Head Teacher – Organisation

JE Ref: CYP1196

Grade: CS08

JE Date: 15/12/2023

Purpose of the Job

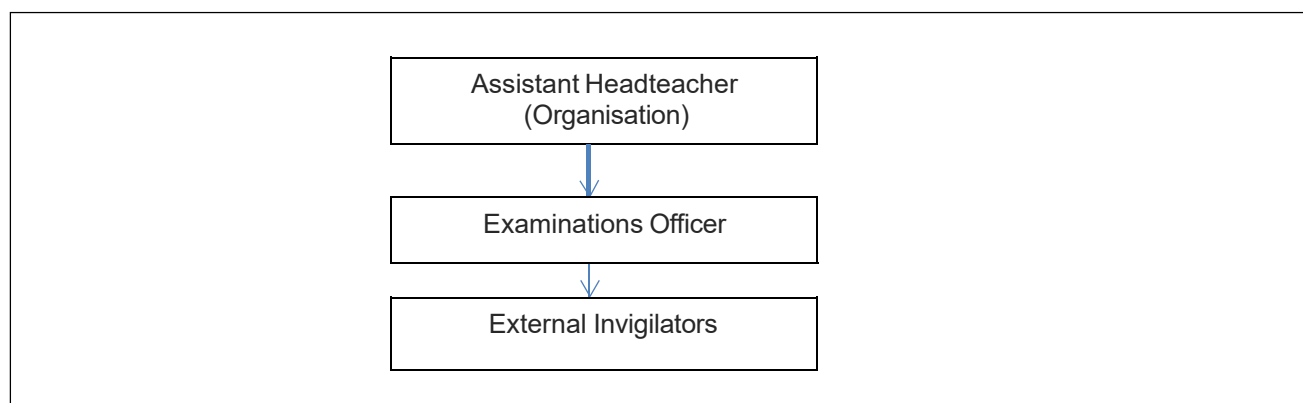
To manage and supervise examination processes and maintain a professional front line service to students and staff throughout the School, ensuring that the appropriate regulations and procedures stipulated by the relevant exam boards are adhered to by all participants. Responsible for the smooth running of internal examinations and providing specific assessment support when required as directed by the line manager.

Main Duties

- Provide full examination services and administrative 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.
- Manage all examinations and administrative 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.
- Support and advise teaching staff in the understanding of examination processes including NEA submission, examination entry and regulations.
- Train, manage and monitor a team of invigilation staff for a range of assessment and examination series
- 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.
- Keep abreast of the latest developments in examination regulation to advise the SLT, governors, staff, students and parents on all aspects of examination regulation and delivery.
- 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.
- Create and maintain safe, secure and effective working procedures and practices for examination entry, management and results systems.
- Communicate with SENCO and student assessment team to ensure student “special examination considerations” are accurate and are provided appropriately and efficiently.

- 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.
- To manage the running of entrance exams in collaboration with the Registrar.
- Undertake any other task as may be reasonably requested by the Line Manager,
- Plan, produce and communicate internal and external examination timetables to staff, students and parents.
- Manage, in conjunction with the Assistant Head Teacher (Organisation), the budget for examinations.
- 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.
- 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.

Organisation Chart



Person Specification

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 SLT. 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, teachers, students, parents and exam boards.</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.
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>

Effort factors

<i>The Effort factors section describes the frequency and nature of tasks requiring physical, mental and emotional effort and describe the day to day working conditions that the post holder is required to work in.</i>	
Factor	Requirement
<p>Physical effort <i>What type of physical effort is required in the role, for what reason and how frequently is it required.</i></p>	<p>Typing/working at screen up to 7 hours per day.</p> <p>Unpacking large and heavy boxes and carefully checking exam papers on arrival. Carefully checking back exam scripts and packing exam scripts to be couriered or posted to the Exam Boards.</p> <p>Moving between multiple examination rooms when monitoring examinations</p>
<p>Mental effort <i>What type of tasks will the post holder undertake that require concentration and for what period are they required to continuously concentrate on the set task?</i></p>	<p>High levels of concentration needed to produce schedules, arrange invigilation and venues with frequent interruptions.</p> <p>Supervising and supporting other invigilators as required.</p> <p>High levels of resilience to manage high stakes processes under pressure</p>
<p>Emotional effort <i>Indicate the nature and frequency of any emotional circumstances that the post holder would directly encounter as part of their role.</i></p>	<p>Occasionally examination candidates, parents, staff and students can become upset and / or emotional under stressful examination conditions and circumstances sometimes on the phone or in person.</p> <p>A calm, helpful and understanding nature is required to resolve the situation.</p>
<p>Working environment <i>Briefly describe the environment the post holder will work in on a daily basis.</i></p>	<p>High use of PC / Workstation.</p> <p>During examination seasons managing multiple examination rooms, staff and students.</p>