

# Holy Family Catholic School & Sixth Form

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**Job Description:** Examinations Officer (with responsibility for related data)

**Responsible to:** Deputy Headteacher

**Salary: (points 28 - 31): £30,214- £32,422 term time only - 36 hours per week. Hours 8.00 to 4.15 Monday to Thursday 8.00 to 4pm Fridays (one hour lunchbreak). Flexible working hours outside of Exams periods may be possible**

The post-holder must be available during the last 2 weeks of August (Wednesday and Thursday of each week) for which either the appropriate overtime rate will apply or time off in lieu may be substituted during an agreed time in the school year. The post-holder will also need to be flexible with their start and finish times during examination periods, as these require time-sensitive packing and sending of documents

## **Core Responsibilities**

- Organisation of all public examinations and internal mock examinations at KS4/5
- The administration and accuracy of data sent to and received from all examining bodies.

## **Specific responsibilities:**

- To be the named person at Holy Family for all correspondence with all examination bodies.
- To be aware of current JCQ regulations and to attend training pertinent to changes in regulations.
- To keep the school's examination policy up to date and in line with current legislation.
- To organise routines to ensure that all aspects of public examinations run smoothly.
- To liaise closely with the SEND team to make sure that testing for access arrangements and the management of its administration is carried out correctly
- To deliver training to new and existing invigilators and other staff as required.
- To arrange venues and invigilators for all public and mock examinations (KS4/5)
- To ensure that papers and other materials are set out accurately and in good time.
- Prepare (and share with staff and students) timetables for all external examinations (and internal mock exams)
- Manage exam entries in collaboration with senior school staff and the examination bodies.
- Ensure the safe storage of examination papers

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- Download and collate examination results during August (and January) and ensure they are distributed to students and senior staff.
- Accurately manage all data required by the examining bodies including seating plans and registers, being mindful of data protection regulations.
- Collect, log and securely dispatch exam papers for marking
- Ensure that accurate records are kept of examinations as required by the Local Authority.
- Maintain the accuracy and safe storage of the school's exams data system and literature. Provide technical advice to staff and candidates in respect of these issues.
- Manage the receipt of examination results (August and January) and organise the distribution of data to school staff and of results to candidates.
- Process enquiries from parents, staff and students in a prompt and professional manner.
- Provide administrative support to senior staff
- Carry out safeguarding responsibilities by working within the school framework to identify and report signs of harm and abuse.
- Any other duties commensurate with this post as directed by the Head Teacher from time to time.

### Personal Circumstances & Safeguarding

- Be legally entitled to work in the UK.
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals.
- This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required.
- Be fit to carry out the duties required of this role.
- Has appropriate motivation to work with children and young people and can relate to them in a positive way.
- Ability to maintain appropriate relationships and personal boundaries with children and young people.
- Displays commitment to the protection and safeguarding of children and young people.

October 2022

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<b>Reporting to</b>	Deputy Headteacher
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The successful candidate will be in sympathy with the Mission Statement and distinctive nature of Holy Family as a Catholic Community. This is at the heart of every role within the school.

<b>ATTRIBUTES/ REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>● Excellent English and Maths skills</li> <li>● Evidence of continued professional development.</li> </ul>	<ul style="list-style-type: none"> <li>● Degree level qualification</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>● Evidence of working with data and information (creating, inputting, formatting)</li> <li>● Preparing and presenting data-based reports</li> <li>● Evidence of working in an Administrative setting</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working with in a Secondary school environment</li> <li>● Experience of People Management</li> </ul>
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>● ICT skills and systems</li> <li>● Extensive use of MS Office</li> </ul>	<ul style="list-style-type: none"> <li>● SIMS (School Information Management system).</li> <li>● FMS (Financial Management System)</li> </ul>
<b>PROFESSIONAL SKILLS</b>	<ul style="list-style-type: none"> <li>● Work to high levels of accuracy.</li> <li>● Ability to work innovatively and independently.</li> <li>● Excellent ICT skills</li> <li>● Be able to anticipate problems and offer innovative and creative solutions.</li> <li>● Excellent interpersonal and communication skills</li> <li>● Organise and develop effective systems.</li> <li>● Ability to work in collaboration with partner organisations.</li> <li>● Tenacity, flexibility and the ability to work effectively under pressure.</li> </ul>	
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>● Be able to work with the school's Mission Statement underpinning all aspects of the role</li> <li>● Trust and integrity</li> <li>● Confidentiality and discretion</li> <li>● Good communicator</li> <li>● Fairness and equality</li> <li>● Empathy</li> </ul>	<ul style="list-style-type: none"> <li>● Be a practising Catholic</li> </ul>

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	<ul style="list-style-type: none"> <li>● Abide by the school's policies</li> <li>● Takes the initiative</li> <li>● 'Can do' attitude</li> <li>● Team work and collaboration</li> <li>● Prepared to work flexibly</li> <li>● Good listener</li> <li>● Smart appearance</li> <li>● Cheerful, optimistic, and enthusiastic, and have a sense of humour and perspective!</li> <li>● Problem solver</li> </ul>	
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>● Must be legally entitled to work in the UK.</li> <li>● No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals/finance.</li> <li>● This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required.</li> <li>● Be fit to carry out the duties required of this role.</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>● Has appropriate motivation to work with children and young people and can relate to them in a positive way.</li> <li>● Ability to maintain appropriate relationships and personal boundaries with children and young people.</li> <li>● Displays commitment to the protection and safeguarding of children and young people.</li> </ul>	