

**HAYDON SCHOOL**  
**JOB DESCRIPTION – EXAMS OFFICER**

<b>Post Title</b>	<b>Exams Officer</b>
	Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
<b>Reporting to:</b>	Student Services Manager
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>• All Exams (internal, external, mock, all subjects, etc) and exam related activities</li> <li>• Exam Entries / Post Results / Exam Timetabling</li> <li>• Co-ordination of Exams / Results Days</li> <li>• Undertaking administration / processing as required for the following under the guidance of the line manager: <ul style="list-style-type: none"> <li>○ External Awarding Body Appeals</li> <li>○ Malpractice / Maladministration</li> <li>○ Exams related purchases</li> <li>○ Consortium / External Student Exam Entries</li> </ul> </li> <li>• Publishing of existing Exams related policies to staff / students</li> </ul>
<b>Liaising with:</b>	Internal and external stakeholders
<b>Working time:</b>	37 hours / Full Year
<b>Salary/Grade:</b>	SO1 P23 to P25
<b>Disclosure level:</b>	Enhanced
<b>MAIN (CORE) DUTIES:</b>	<ul style="list-style-type: none"> <li>• Contact person for all exam boards</li> <li>• In charge of exam entries (internal, external, mock, all subjects, etc) and exam related activities</li> <li>• Ensure all exam entries are processed on time and in line with all appropriate rules and regulations and any issues including appeals are dealt with</li> <li>• Ensure all administration for exams are carried out as required</li> <li>• Responsible for exams MIS system and all secure electronic communications with awarding bodies</li> <li>• Ensuring that guidelines and procedures laid down by all awarding bodies are followed at all times</li> <li>• Ensure all administration and organisation of special needs students are processed as required</li> <li>• Ensure all exam arrangements (internal and external) are administered as required</li> <li>• Ensure dissemination of information about internal and external exams to all stakeholders as required</li> <li>• Ensure co-ordination of exam results days and post results administration as required</li> <li>• Ensure secure systems of storage and retrieval for examination board materials and question papers and be a key holder to all secure exam papers and stationery</li> <li>• Ensure that administration of exams is streamlined and continuously updated</li> <li>• Key Holder to all secure exam papers and stationery.</li> <li>• Responsible for External student exam administration and arrangements.</li> <li>• Assist in setting up courses / exam data within Sims .Net for the Census.</li> <li>• Attend and participate in relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> </ul>

**HAYDON SCHOOL**  
**JOB DESCRIPTION – EXAMS OFFICER**

	<ul style="list-style-type: none"> <li>• Always maintain confidentiality</li> <li>• To carry out the above duties and responsibilities and additional duties and responsibilities as directed</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>• Creating Timetables for all examinations; internal, external, mock, all subjects, etc</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>• Ensuring that students and staff follow the rules and regulations for all exams.</li> </ul>
<b>Staffing:</b>  <b>Staff Development</b>	<ul style="list-style-type: none"> <li>• To bring together the Invigilation team and foster a spirit of co-operation / goodwill.</li> <li>• To attend courses on a regular basis to keep in touch with changes in exam processes.</li> <li>• Organise invigilator training where appropriate.</li> <li>• Take part in cross training in roles and responsibilities within the Student Services Team and perform these roles as required</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To ensure that this maintained at all times</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To communicate with both internal and external stakeholders to perform the role as defined</li> </ul>
<b>Additional Duties:</b>	<p>To play a full part in the life of the school community, to support the school's distinctive mission and ethos and to encourage students and staff to follow this example</p> <p>First aider and fire warden</p>
<p><b>You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.</b></p> <ul style="list-style-type: none"> <li>• To promote actively the school's corporate policies</li> <li>• To continue personal development as agreed</li> <li>• To actively engage in the staff review and development process</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title</p>	

**DATE – APRIL 2022**