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*Our Vision:*

 *To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**Shirley High School**

**Performing Arts College**

***Striving for Excellence***

**Job Description:**

Post: Examinations Officer

Line Manager: SLT in charge of Examinations

To provide an effective and efficient administrative support service to the school, for the efficient conduct of the school’s examination affairs and data to ensure the smooth running of the school.

**Areas of responsibility and guidance:**

**Management:**

* Ensuring smooth and efficient running of examinations – both PPEs and external;
* Producing staff documentation and ensuring deadlines are met;
* Dealing with complaints involving examinations data.

**Assessment in relation to all examinations:**

Carrying out the following duties in liaison with the SLT (Assessment) as follows:-

* Ensuring that all examinations data is downloaded correctly;
* Undertaking any further tasks necessary on issues concerning the recording, monitoring and reviewing of assessment data in the school in relation to examinations.

**Examinations:**

* Operating the SIMS Examination Module effectively;
* Entering students for examinations;
* Amending / updating exam entries as required;
* Liaising with teaching staff and students regarding exam entries;
* Printing data as required from the exams module, e.g. student exam timetables;
* Responding to queries from the Examination Boards for all examination courses;
* Organising seating plans for internal school exams and public (external) exams;
* Leading on the administration and organisation of internal school exams and public (external) exams as they occur throughout the school year;
* Leading on the organisation of invigilators for public exams;
* Liaising with SENCO regarding special access arrangements and applying to exam boards within deadlines;
* Liaising with Hearing Resource Centre regarding modified paper requirements and ordering as required from exam boards within specified deadlines;
* Applying to exam boards for special consideration as and when necessary within specified deadlines;
* Dealing with enquiries regarding results leading to re-mark requests;
* Checking and storing exam papers on receipt according to exam board rules;
* Completing attendance registers for external exams, collating and packaging scripts, then arranging for their collection by Parcelforce within timescales set by exam boards;
* Liaising with relevant SLT member and EAL co-ordinator regarding community language exam entries for the summer series.

**Personal Qualities:**

* Reliable and conscientious pastoral leader with high expectations in line with the school;
* Demonstrate great communication skills with all within the school community;
* Neat appearance in line with the school policy;
* Ability to work as part of a successful team and work effectively under pressure;
* Have the determination and resilience to ensure that all students are challenged in all aspects of school life.

**Think Green:**

* Support the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection:**

* To reinforce and enforce the school commitment to safeguarding and promoting the welfare of children and young people.
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children

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| Essential | Desirable |
| NVQ 3 or equivalent qualification or experience in relevant discipline | Working knowledge of relevant polices/codes of practice and awareness of relevant legislation |
| Effective use of ICT and other specialist equipment/resources | Very good organisational skills |
| Very good numeracy/literacy skills | Ability to relate well to children and adults |
| Demonstrable attention to detail | Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these |
| Experience of development, management and operation of administrative systems | Ability to self-evaluate learning needs and actively seek learning opportunities |

We want all at SHS to believe in and maintain the values of our school:



Signature: ……………………………………………………………………… Dated: …………………………………………………….