

Ysgol Clywedog Job Description

Examinations Officer / Administration Scale L05

Contract:

The post is flexible, and averages 37 hours per week. This will be during term time (38 weeks per year + 5 training days + 10 days), which includes compulsory presence for all external & internal examinations plus the results period in August.

Job Purpose

To manage the school examinations function, ensuring confidentiality and security at all times and support the school's data processes.

Main responsibilities

- plan, stage and accommodate all school examinations (internal and external) and liaise with external agencies, as required, including traditional and 'on-line' examinations;
- define and operate appropriate procedures to ensure examination entries, returns, results and statistics meet external and internal requirements and deadlines;
- ensure necessary provision is made for students with special requirements and for clash candidates;
- recruit, employ and appropriately train invigilators and other staff on a temporary basis to meet the needs of examinations;
- keep up-to-date with curriculum developments, in order to plan and manage examination resources and processes to meet future needs;
- manage the examination invigilators and control examination resources;
- co-ordinate and control examinations documentation, including validation, submissions, registration, entries, returns, outcomes, awards and statistics;
- liaise with examination boards and other appropriate external bodies on behalf of the school
- enter the pupil examination data onto the SIMS computerised systems including validation, amendments, error correction, internal and external audit;
- liaise with site management team re setting up of rooms for exams;
- liaise with cover manager, senior management and subject specialist for support required for during exams;
- liaise with school staff, as necessary, on all aspects of examination organisation and administration;

- communicate with students e.g during assemblies and acting as lead invigilator in examinations;
- Support the Data Manager with internal data.
- liaise with Leisure Services, if necessary, with regard to use of gym etc.;
- retrieve and distribute all external examination results;
- ensure the Headteacher has the necessary information on results to report to governing body;
- work flexibly, undertake training and development and undertake such other tasks as may be required or directed from time to time to meet the needs of the school;
- support and promote the school's equal opportunity, diversity, health & safety and other policies, processes and objectives.
- to participate in appropriate meetings with colleagues and parents, relative to the above duties.

Administration

- manage manual and computerised record/information systems;
- analyse and evaluate data/information and produce reports/information/data as required;
- undertake typing and word-processing and complex IT based tasks;
- provide personal, administrative and organisational support to other staff;
- provide administrative and organisational support to the governing body;
- undertake administration of complex procedures;
- complete and submit complex forms, returns etc., including those to outside agencies;
- Cover for front office duties.