



## Examinations Officer

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Summary of the role:**

To ensure the smooth running of the public examination cycle (November, January and Summer exam series), line manage an experienced team of invigilators and manage and maintain the integrity and confidentiality of the examinations system.

**Reporting: to:**

Director of Teaching and Learning

**Main Duties and Responsibilities:**

- Ensuring the smooth running of the public examination cycle (November, January and Summer exam series) including:
  - making examination entries
  - submitting internal assessment marks
  - organising MFL speaking tests
  - organising written examinations
  - processing special consideration applications
  - downloading and distributing results
  - processing post-results requests (remarks, scripts, appeals)
  - collating and distributing exam certificates.
- Ensuring that all required entry information is obtained and submitted accurately within set deadlines in relation to public examination entries, amendments, and withdrawals.
- Keeping up to date with all JCQ rules and regulations and deadlines. Distributing JCQ guidelines and notices to the relevant staff and students.
- Updating school policies as required by JCQ, including policies on the management of NEAs, internal assessment appeals, use of word processors, and emergencies.
- All aspects of the conduct of public examinations as per examination board requirements and school policies and procedures.
- The processing and issuing of examination results in line with examination board requirements and school policies and procedures.
- The line management of all examination invigilators including their recruitment, induction, training, timesheets, rotas etc.
- Liaising with the SENCo to organise access arrangements for all students who have special educational needs.



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- Organisation and running of internal U5 and U6 mock examinations as required by the Senior Leadership Team.
- Organisation and running of the Sixth Form Scholarship examinations.
- Organisation and running of university admission tests.
- Assisting with the organisation and running of the Entrance Examinations.
- Assisting with the organisation and running of internal examinations as required by the Senior Leadership Team.

## Key Tasks and Activities

- Liaise with HoDs with regard to the relevant examination boards and specifications studied to examination level, to ensure that entries and internally assessed marks are submitted within set deadlines.
- Publication and distribution of public examination timetables, procedures and examination board information including the resolution of clashes.
- Publication and distribution of mock examination timetables (U5 and U6) and information including the resolution of clashes.
- Organise public examinations and internal mock (U5 and U6) examinations including:
  - booking examination rooms
  - arranging appropriate levels of invigilation
  - arranging ICT assistance as required
  - co-ordinating arranging access arrangements as required
  - informing relevant students of their access arrangements and providing guidance as required.
- To ensure that examination papers and documentation are securely stored as per examination board requirements.
- To set up examination rooms as per examination board requirements.
- To co-ordinate the posting of coursework/NEAs and examination papers.
- Management of the conduct of all examinations ensuring that they meet with JCQ regulations.
- To collate evidence and process special consideration applications following public examinations.
- To be available on results days in order to process and issue examination results to staff and students as per examination board requirements and school policies and procedures. Manage the integration of public examination results into SIMS.



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	<ul style="list-style-type: none"><li>• To collate and check examination certificates and arrange for their distribution.</li><li>• To liaise with external agencies (eg. DfE, ISC) regarding the publication of examination results, including checking and updating data.</li><li>• To set up and maintain archive files and historical data relating to examination results.</li><li>• To liaise with other schools in order to follow up missing data.</li><li>• Keep up to date records and policies for JCQ onsite inspection.</li><li>• To liaise with external candidates to process all external examination entries and to provide information on fees, timetables, procedures and examination board information.</li><li>• To liaise with the Finance Department regarding examination fees to be charged via the School billing process, and to collect payments from leavers in respect to post-results services.</li><li>• To liaise with the Estates Department to ensure that examination rooms are available, and set-up as required.</li><li>• To liaise with the ICT Department regarding provision of laptops for examinations, and facilities and arrangements for any on-screen exams.</li><li>• To monitor and provide training for invigilators, and to maintain attendance and training records.</li><li>• To keep abreast of developments and changes to public examinations.</li><li>• To organise and run the internal and external Sixth Form Scholarship examinations in November/December.</li><li>• To assist with the organisation and running of the Entrance Exams in December.</li><li>• Organisation and running of university admission tests in October/November.</li><li>• Assisting with the organisation and running of the Entrance Exams in December.</li><li>• Assist with arrangements for the internal End of Year examinations for L5 and L6.</li></ul>
<b>Safeguarding responsibilities</b>	Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

You may also be required to undertake such other comparable duties as the Head requires from time to time.



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Person Specification			
	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to A-Level or equivalent standard</li> <li>Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent</li> <li>Relevant training in examination procedures (e.g., JCQ training)</li> </ul>	<i>Production of the applicant's certificates.</i>  <i>Discussion at interview.</i>  <i>Independent verification of qualifications.</i>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Experience of working in an administrative or data management role in a school or similar environment</li> <li>Experience of managing large volumes of data with accuracy</li> <li>Experience of working to tight deadlines and managing multiple priorities</li> <li>Liaising with external agencies or examination boards</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience as an Examinations Officer or Assistant</li> <li>Experience of using SIMS or similar MIS</li> <li>Experience in managing or training invigilators</li> <li>Experience supporting students with access arrangements</li> </ul>	<i>Contents of the application form.</i>  <i>Interview.</i>  <i>Professional references.</i>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent organisational and planning skills</li> <li>High level of accuracy and attention to detail</li> <li>Strong interpersonal and communication skills (written and verbal)</li> <li>Ability to work calmly and effectively under pressure</li> <li>Competent user of Microsoft Office (Word, Excel, Outlook)</li> <li>Able to interpret and follow examination regulations and guidelines</li> <li>Ability to maintain confidentiality and handle sensitive information appropriately</li> </ul>		<i>Contents of the application form.</i>  <i>Interview.</i>  <i>Professional references.</i>



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	<ul style="list-style-type: none"> <li>• Ability to build effective working relationships with a wide range of stakeholders, including teaching staff, support staff, exam boards, parents, and students</li> <li>• Capable of leading, motivating and managing a team</li> </ul>		
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of JCQ regulations and exam board requirements (or willingness to learn)</li> <li>• Awareness of issues related to data protection and exam security</li> <li>• Understanding of safeguarding responsibilities in a school setting</li> </ul>	<ul style="list-style-type: none"> <li>• In-depth knowledge of JCQ regulations and examination board processes</li> <li>• Understanding of school access arrangements and SEND legislation in the context of exams</li> <li>• Knowledge of internal assessment procedures</li> </ul>	<p><i>Contents of the Application Form.</i></p> <p><i>Interview.</i></p> <p><i>Professional references.</i></p>
<b>Personal competencies, qualities, attitude and behaviors</b>	<ul style="list-style-type: none"> <li>• A flexible and proactive approach to work</li> <li>• Reliable, trustworthy, and professional</li> <li>• Committed to continuous improvement and professional development and a willingness to undertake further training as required</li> <li>• Willingness to work outside of normal hours during peak examination periods (e.g., results days)</li> <li>• A calm and authoritative presence during examinations</li> <li>• Patient and empathetic when supporting students under exam stress</li> <li>• Must be empathetic to the Catholic and Benedictine ethos of the school.</li> </ul>		<p><i>Contents of the Application Form</i></p> <p><i>Interview</i></p> <p><i>Profession references</i></p>



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