



EXAMINATIONS OFFICER	
JOB DESCRIPTION	
ACCOUNTABLE TO	SLT, Exams
SCALE	Bexley scale 8
DURATION	Permanent
APPOINTMENT	ASAP
JOB PURPOSE	<ul style="list-style-type: none"> ■ Provide effective management of all internal and external examinations ■ Maintenance and production of various systems to support the exam provision to meet the needs of the school and its stakeholders ■ Support to GDPR champion as required
Key Area	Responsibility
Responsibilities <i>Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.</i>	<ul style="list-style-type: none"> ■ Manage all aspects of the examinations process ensuring that JCQ and exam board regulations are followed ■ Manage entries and liaise with SLT and Heads of Department regarding this ■ Organise all aspects of internal mock exams ■ Liaise with the SEND team regarding access arrangements ■ Lead and develop those invigilating exams ■ Support the data manager with the maintenance for SIMS course manager ■ Support the GDPR champion as required with subject access requests or other requirements in terms of GDPR regulations
Areas of Accountability	<ul style="list-style-type: none"> ■ Examinations process delivered to meet the needs of the school and students ■ JCQ regulations are followed and any inspection visits are of a high standard
Professional development	<ul style="list-style-type: none"> ■ Keep up to date with regulations and requirements of exam boards and JCQ ■ Develop and maintain knowledge of examinations and any changes in regulations ■ Lead in the development and training of exam invigilators ■ Lead and participate in further training and professional development aimed at meeting needs identified in performance objectives.
Discipline, health and safety	<ul style="list-style-type: none"> ■ Maintain good order and discipline and safeguard the health and safety among students both within the school premises and when they are engaged in authorised school activities elsewhere. ■ To work in accordance with the guidelines set out in the school Health and safety policy and specific areas.
General Responsibilities	<ul style="list-style-type: none"> ■ Promote the school's values and ethos in accordance with the School's Professional Code. ■ Work actively to develop professional expertise by participating in ongoing professional development.
Review of job description	<ul style="list-style-type: none"> ■ This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder.