

CHILWELL SCHOOL

Post title	Examinations Officer
Disclosure level	Enhanced
Salary and grade:	NJE Grade 5
TLR (If applicable)	n/a
Line manager/s:	Assistant Headteacher

Main purpose of the job:

- To work under the direct instruction of senior staff to support access to learning for pupils and provide general support to the school and teachers in the day to day management of pupils and the classroom.
 - Support the aims and ethos of the school as defined in the staff handbook and school prospectus
 - Set a good example in terms of conduct, professional appearance, punctuality and attendance
 - Uphold the school's behaviour policy, uniform regulations, classroom codes and code of conduct in a consistent, firm and non-confrontational manner
 - Maintain a purposeful and calm atmosphere.
 - Take responsibility for personal development making full use of the school's professional development opportunities and training
 - Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position as an adult working in a school.
 - Work proactively and effectively in collaboration and partnership with teachers, learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
 - Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
 - Any other reasonable duties which the Headteacher might request, in regard to the nature of the responsibilities of the post as defined.
 - To proactively support and embed the school ethos : 'Share, Care, Believe, Achieve'
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Duties and responsibilities

SUPPORT FOR THE CURRICULUM

- Co-ordinate and undertake the administration necessary for the smooth-running of internal and external examinations.
- Ensure the smooth-running of examinations.
- Enter students for examinations
- Liaise with teaching staff as necessary regarding examination entries
- Liaise as necessary with the examination boards.
- Ensure that relevant paperwork is completed by subject leaders
- Process entry data
- Ensure that examination papers are checked and held securely
- Complete examination requests for the calendar.
- Draw up examination timetables.
- Plan cover for internal and external examinations.
- Engage, organise and supervise invigilation staff.
- Liaise with caretaking and premises staff.
- Assist with the collation of examination papers once completed.
- Post examination papers.
- Collect examination fees from Lakeview students.
- Record assessment data for diagnostic purposes.
- Work hours flexibly, negotiated, to meet the needs of the examination cycles.
- Be responsible for the work of other assistant examination officers if appointed in the future.
- Ensure approved software packages are used as appropriate.
- Participate in performance review as part of an entitlement of all staff.

CHILWELL SCHOOL

SUPPORT FOR THE SCHOOL

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Behaviour and Safety

- Support a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Communicate effectively using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Professional development

- Regularly review the effectiveness of your deployment and its impact on pupils' progress and the successful development of the school, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your practise through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal

Signature of post holder: _____

Date: / /

Signature of headteacher: _____

Date: / /