

Role Profile			
Role	Exams Officer	School	United International School
Direct Reports	None	Reporting To	Head of Secondary
Internal and External Interactions	Head of Secondary, Teaching Staff & Students.		
Role Purpose			
<p>To organise all internal and external examination processes in liaison with staff, students, parents and examination boards, to ensure that all students are entered appropriately for examinations and work closely with the Head of Secondary to form examination timetables. To manage the capture, storage and processing of data and the production of associated reports and analyses relating to student performance in support of the school's ambition to achieve excellent academic results.</p> <p>To provide assistance in recording attendance and provide administrative support to a broad spectrum of areas within the school as and when required.</p>			
i) Key Accountabilities			
<b>Examinations</b>			
<p>To have a full understanding of the School's Examinations Policy, in order to fulfil the responsibilities listed below:</p> <ul style="list-style-type: none"><li>• Administer all external and internal examinations, including liaison with the various Qualifications authorities and examination boards, ensuring all entries are processed in accordance with the examination board regulations and deadlines</li><li>• Liaise with the Head of Secondary and teaching staff to ensure that exam entries are processed and deadlines are adhered to</li><li>• Prepare and update all examination entries, including financial estimates of fees</li><li>• Provide relevant data in respect of entries, fees and late fees to the SLT and Finance Department</li><li>• Be responsible for the organisation of the examination timetable, including liaison with the Facilities Manager, to ensure that appropriate rooms are used for examinations</li><li>• Publish agreed timetables and seating plans to staff and students</li><li>• Organise timetabling and invigilation of all internal and external examinations, mock examinations and assessed practicals.</li><li>• Be responsible for the dissemination and collection of forms and coursework mark sheets for completion and return to the exam boards by the specified deadlines</li><li>• Brief students on examination procedures and produce guidelines for staff and students</li><li>• Be responsible for organizing and overseeing student movement to ensure that appropriate examination conditions are in place for all examinations</li><li>• Ensure Access Arrangements for students with SEN are processed in accordance with appropriate regulations, working with Teachers and SENCo on gathering evidence of need. This includes administering SEN testing as required</li><li>• In liaison with the SenCo, ensure Special Education Needs students have the correct exam arrangements in place and have an application in Access Arrangements online with the relevant requirements</li><li>• Co-ordinate ALIS and YELLIS tests for GCE and iGCSE level students.</li><li>• Organise examination papers and stationery, before and after examinations, ensuring that they are securely stored, in accordance with appropriate Regulations</li><li>• Maintain electronic copies of all issued certificates and statement of results</li></ul>			

- Personally issue exam papers to invigilators
- Remain on-site at all times for the duration of examinations and personally secure completed exam papers in the exam store
- Recruit, train and supervise Examination Invigilators, ensuring that sufficient numbers are available for each examination in accordance with Regulations
- Be responsible for managing the invigilation team, including monitoring invigilation performances and dealing with any problems that may arise during and after exams
- Manage the arrangements for the issue of examination results to candidates
- Liaise with the Head of Secondary to disseminate result information in a timely manner to facilitate student university applications and the promotion of College success in securing student entry to top universities
- Issue all statement of results and exam certificates in accordance with appropriate Regulations
- Be responsible for notification of Exam Late Fees to Principal and Finance Department
- Attend relevant training courses
- Attend any Examinations Officer meetings run by Exam Boards for local colleges and schools, cultivating links and discussing best practices in order to streamline the administration of examinations
- Prepare, manage, process and despatch the Academic reports twice a term

#### **Examinations Data Management**

To support the SLT by producing reports covering:

- Public examination results
- Internal assessment results

To assist in the preparation, where necessary, of:

- Benchmarking data
- Academic report data
- Completion of Statutory Annual Census reports

The Exams Officer will also:

- Where dedicated duties allow, provide support to any other members of the operational and administrative teams when required.
- be aware of and comply with all school policies and procedures
- contribute to the overall ethos and work of the school
- establish an effective system for managing the work load, prioritising where necessary
- establish constructive relationships and communicate with other agencies/professionals

*The post holder is expected to actively contribute towards the school and involve themselves in the life of the school at all levels. This includes, although is not limited to; attendance at staff meetings; involvement in all school events whether during or after the normal school day; provide support and guidance to non-teaching and administrative staff, and support the school in the wider delivery of its objectives and goals.*

*The post holder is also expected to carry out any other duties as reasonably requested or required by the Executive Principal to ensure the effective running of the school.*

ii) <b>General Activities and Requirements</b>
<ul style="list-style-type: none"> <li>• Work effectively as part of the Administration / Office team providing support where required.</li> <li>• Liaise with staff, students and parents.</li> <li>• Assist with school mailings.</li> <li>• Attend insets and staff meetings as required.</li> <li>• Ensure that output and quality of work is of a high standard and complies with current legislation / standards.</li> </ul>
<b>Person Specification</b>
<b>Skills, Knowledge, and Experience</b>
<p><b>Qualifications, Experience and Skills</b></p> <ul style="list-style-type: none"> <li>• Methodical approach to work</li> <li>• Analytical/problem-solving aptitude</li> <li>• Excel spread-sheet experience</li> <li>• IT literate, especially databases, data analysis, charting skills</li> <li>• Ability to be pro-active and display initiative</li> <li>• Willingness to learn and acquire new skills</li> <li>• Good people management skills</li> <li>• Organisational skills</li> <li>• Ability to present information in appropriate formats according to audience and fit for purpose</li> <li>• Ability to be pro-active and display initiative</li> <li>• Previous Exams Officer experience</li> <li>• Flexible</li> <li>• A professional and supportive team player who enjoys effective collaboration with colleagues</li> <li>• Good team player, but also ability to work autonomously</li> <li>• Willingness to accept additional responsibilities</li> </ul> <p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• A professional manner and appearance.</li> <li>• Friendly, warm personality.</li> <li>• Self-motivated, with a positive, professional attitude.</li> <li>• Calm under pressure.</li> <li>• The ability to deal with a variety of people and situations (face to face, on the telephone and through electronic communication).</li> <li>• Hard working, pro-active and flexible with working hours when necessary</li> </ul>
<b>Competencies</b>
<ul style="list-style-type: none"> <li>• <b>Results Orientated:</b> Ensures all activities undertaken have some clear objectives and demonstrable outcomes and these are achieved.</li> <li>• <b>Strong Communicator:</b> Excellent communication and interpersonal skills, both verbal and written, which aid promote engagement and actively promote the school.</li> <li>• <b>Ability to Plan:</b> Long, medium and short term to assess results and ensure good completion rates.</li> <li>• <b>Analytical, creative and flexible:</b> A problem solver with strong decision-making skills and critical thinking, but with the ability to adapt and change where required.</li> <li>• <b>Accountable:</b> Takes ownership and responsibility for decisions and sets standards to act as a role model</li> <li>• <b>Team Worker:</b> Ability to work as a strong team leader and team member as required.</li> </ul>



مدرسة المتحدة الدولية  
United School International  
The Pearl Island جزيرة اللؤلؤة  
an Orbital Education School

- **Resilient:** Demonstrates resilience to respond to challenge.