EXAMINATIONS OFFICER: JOB DESCRIPTION

Starting Date: 20th January 2014, or as soon as possible thereafter

Salary Grade: NJC 18-21, starting at Point 18

Salary Range: £15,584 - £17,367 per annum

Hours: 37 hours per week, term time + 5 TED days + 10 additional days

Responsible to: Deputy Head (Pastoral), Business Manager, Finance Officer

The Post

We are seeking to appoint an Examinations Officer to oversee all aspects of examinations management within the school. Given the recent changes to public examinations by the major exam boards, resulting in the majority of exams now being taken during May/June, at other times, the successful candidate will provide support within our Finance team. **Potential applicants who have previous experience of working in an examinations office should not be deterred from applying if they lack finance office experience, as training can be provided.**

Prince Henry's is a popular and over-subscribed 13-18 High School with 1250 on roll including 336 in the Sixth Form, which enjoys an excellent reputation locally and has consistently been judged outstanding by Ofsted. In March 2011, it became the first school in Worcestershire to convert to new-style Academy status and its budget and finances are therefore run directly by the school in liaison with the Education Funding Agency (EFA).

The post holder will have good administrative skills, computer literacy and be highly efficient and organised. They will be articulate & able to deal sensitively with a variety of situations with teachers, examination invigilators, pupils, parents and examination board representatives. The ability to be clear and assertive whilst remaining calm, composed, tactful and flexible is essential.

It is expected that the post holder will be available to work during the summer holidays, particularly in August, in order to process examination results when they come in.

Examinations Officer Responsibilities

Reporting to Alan Roberts, Deputy Headteacher in charge of pastoral issues and examinations, the post holder is required to:-

- Oversee all arrangements for all public examination entries eg GCSE and equivalent, Vocational subjects including Diplomas and AS and A2 examinations for Sixth Form students. NB there are currently no public examination arrangements at Key Stage 3, but if the government reintroduces these, they would also fall within the remit of the post.

- Organise the collection of registration and examination fees; organising, invoicing and ensuring money collected is credited to the relevant account, in liaison with the Finance Officer.
• Co-ordinate the preparation and submission of entries to examining bodies.

• Ensure all examination papers and stationery are delivered safely to the school, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately.

• Be responsible for arrangements for the conduct of existing and new examinations including the provision of accommodation.

• Co-ordinate the team of invigilators, with the support of the Lead Invigilators, including recruitment, training, management and deployment of invigilation staff.

• Make appropriate timetabling and room arrangements for the above and ensuring proper examination invigilation of the examinations is put in place.

• Ensure that all examinations start and finish appropriately in line with examination board regulations including the conduct of any on-line examinations.

• Ensure that pupils are given all the necessary relevant information about examination entries, the dates and times of the examinations, conduct during examinations and the collection of results and certificates and that this information is given in good time.

• Ensure that all necessary stationery and materials and other requirements are provided for examinations.

• Initiate appropriate correspondence with and responding appropriately to correspondence from the various examination boards the school deals with, including

• Deal with issues relating to appeals, remarking and other administrative issues such as pupils who miss examinations through illness or who require special consideration.

• Deal with enquiries from parents and students, including former students.

• Receive examination results and certificates and making arrangements for their issue.

• Oversee the appropriate dissemination of public examination results to local and national newspapers, and to the appropriate Local Authority and DfE Agencies; ensuring that the Local Authority and DfE/Ofsted figures are checked for accuracy.

• Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies.

• Organise appropriate arrangements for the support of candidates with special examination requirements (eg dyslexia, disabled) in conjunction with the Head of Special Needs.

• Work in liaison with the nominated of the Senior Leadership Team and School Data Co-ordinator to provide information related to public (and if required, internal) examinations in a format which is easily accessible so that effective examination analysis can take place immediately after results have been received and processed.

• Liaise with the Deputy Head (Curriculum) to ensure that Midyis tests take place smoothly.
• Liaise with Heads of Year and Heads of Department to ensure appropriate timetabling and invigilation arrangements are in place for the school’s internal Year 9 and Year 10 examinations and for the Year 11 and Sixth Form Mock examinations.

• Analyse data arising from questionnaires and surveys which the school may carry out from time to time and responding appropriately.

• Participate in appropriate CPD with the agreement of your Line Manager.

• Undertake any other reasonable related duties and responsibilities of an equivalent nature, as may be determined by the post holder’s supervisor from time to time, in consultation with the post holder.

**Finance Assistant Responsibilities**

The post holder will also assist the school’s Finance Officer, Peter Barrington and Business Manager, Zoe Smith, in providing an efficient, prompt and secure financial service to the school. Although previous experience of school finance may be advantageous, it is not essential and training will be provided, if necessary. The school uses Corero’s financial software.

The Finance Assistant will be required to:

• Carry out all duties allocated in an effective manner and liaise closely with the Finance Officer.

• Liaise with customers, parents, pupils, staff and suppliers.

• Attend such courses as are necessary for the performance of his/her duties.

**Duties**

The Finance Assistant will be required to undertake some or all of the range of duties detailed below under the supervision of the Finance Officer / Business Manager:

• Collect funds from pupils everyday and manage the Private Funds Manager (PFM) system,

• Process sales invoices for both the School and its Trading Company in a timely manner.

• Chase debtors for both the School and its Trading company; sending statements and liaising with the Worcestershire Legal department as required.

• Have an understanding of the Purchase Ledger to provide support during holidays and absence.

• Bank both private and public funds using the weekly collection made by Loomis.

• Undertake such administrative and clerical tasks as may be necessary in accomplishing the above duties using the appropriate office and data processing equipment.

• Undertake any other relevant duties within the Finance Department which may be required on an ad-hoc basis.

• Comply with the requirements of the health and Safety at Work Regulations. Taking reasonable care for the Health and Safety of him/herself and for others affected by his/her works and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.
Personal Attributes

- Honesty and integrity.
- Good interpersonal and communication skills
- Common sense and the ability to work smoothly and harmoniously with other members of staff
- Ability to work with minimal supervision

Applications

Applications are invited from suitably qualified candidates and should be submitted using the school’s official application form and accompanied by a supporting covering letter – no CVs please. In your letter of application (approx 2 sides of A4), please detail your relevant work experience to date and the attributes you feel you can bring to this role.

The application form, together with other useful information, can be downloaded from the school’s website [www.princehenrys.worcs.sch.uk](http://www.princehenrys.worcs.sch.uk) or is available from the Headteacher’s PA, Mrs Zoe Bradley (email secretary@princehenrys.worcs.sch.uk or telephone 01386 765588). Applications can be submitted to Zoe Bradley in a hard copy format or electronically by email.

Potential applicants are welcome to visit the school prior to submitting an application. If you would like to arrange an appointment, or have any queries regarding this position, please contact Zoe Bradley on 01386 765588.

Closing date for applications: 9.30 am on Monday 13th January 2014. Interviews will be conducted shortly thereafter.

*This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.*