



Examinations Officer – Scale 5, Point 24 (FTE £24279.00)

Full time, term time only, 37.5 hours per week - 8.30 – 4.30 plus Inset days and two weeks in August.

Are you well organised, proactive, self –motivated, calm but confident and looking to work in a school which is popular, ambitious and oversubscribed? Then we would love to hear from you!

The Douay Martyrs Catholic Secondary School is looking to recruit a well organised, self-motivated and calm but confident person to be responsible for the Administration of our Public and Internal Examinations.

In this key role you will be responsible for managing and overseeing the efficient, smooth running and administration of all our external and internal examinations, ensuring their conduct meets all the current and ever changing Joint Council for Qualifications (JCQ) regulations and deadlines.

This will include:

- Coordinating all arrangements for all public and internal examinations.
- Ensuring all examination papers and stationery are delivered safely and stored securely.
- Ensuring timetables and seating plans are in place.
- Coordinating and setting up venues for exams.
- Recruiting and coordinating the team of invigilators, including monitoring invigilation performances and dealing with any problems that may arise during and after exams.
- Ensuring all exams start and finish on time.
- Working with the school SENCO to ensure that students with SEN requirements have the appropriate exam arrangements in place.
- Working with the Assistant Headteacher to ensure that School Policies and Procedures relating to examinations are kept up to date and reviewed regularly.
- Supporting the administration of exam analysis reports.

The successful candidate will:

- Possess a calm, confident and assertive manner and have the ability to relate well to young people.
- Be highly organised, have attention to detail and the ability to meet deadlines.
- Be a confident and adept users of IT and Microsoft applications.
- Possess excellent interpersonal and communications skills.
- Be proactive, resourceful and flexible.

Experience gained within a school examinations environment is desirable, applications are welcomed from those who have experience of similar roles at other schools and experience of SIMS would be advantageous.

This is a full-time position, 37.5 Hours Monday to Friday, Term Time with additional days being worked in the School holidays. It is essential that the post holder is available to work during the

month of August (from A level results mid-August until the end of August), in order to process examination results and deal with any post results enquiries.

Please note that this role is Flexi time which means that you will work less hours during the quieter period but more during the busy period i.e. you will need to work over 37.5 hours per week during public exams during May and June.

For school and staff development we review and develop all roles to allow the successful colleague to have the opportunity to develop other related areas in the future.

If you are interested in applying for this role, please go to www.tes.com to complete an application form.