
Examinations Officer

Full Time

Required for September 2024

UCS
HAMPSTEAD



The Examinations Officer plays a pivotal role in managing, coordinating, and administering examinations. With a focus on administrative precision and adherence to regulatory standards, this position is instrumental in ensuring the smooth execution of all internal and external examinations and liaising with a range of stakeholders.

Reports to: Head of Examinations

Key Contacts: Director of Studies, Chief Operating Officer, Vice Master, Deputy Head (Pupils), Heads of Lower School, Middle School and Sixth Form, Deme Wardens, Heads of Department

Responsibilities:

- To maintain an in-depth understanding of administrative procedures related to public examinations and the operations of examination boards.
- To coordinate all aspects of internal and external exams, including exam timetabling, invigilator scheduling, exam entries, and estimated entries, while ensuring compliance with exam board and school requirements.
- To facilitate access arrangements for exam candidates with special educational needs, including coordinating exam locations and technology usage.
- To assist in training and coordinating exam invigilators to ensure a proficient and supportive exam environment.
- To manage the timely dispatch of examination materials, including papers and coursework, to exam venues and boards, while maintaining strict security protocols.
- To collaborate with relevant stakeholders to download and disseminate exam results, process remarks, re-sits, and appeals, and provide necessary support and guidance to pupils and parents.
- To complete billing and invoices for invigilation and exam fees
- To contribute to the development and implementation of policies related to public examinations, ensuring alignment with regulatory standards.
- To meet regularly with the Head of Examinations weekly or fortnightly throughout the academic year
- To maintain and audit exam files, preparing for inspections by regulatory bodies such as JCQ, CAIE, and ISI.
- To carry out additional administrative tasks as directed by the Director of Studies

Timeline of notable tasks:

Autumn Term:

- Coordinate post-exam processes, including result downloads, remark procedures, and script requests.
- Assist with the organisation of university admissions tests and internal re-tests.
- Distribute certificates to pupils and assist with budgeting and cost analysis of public examinations.
- Support the training and recruitment of external invigilators.
- Ensure readiness of the Summer database by the specified date.
- Coordinate January and February mock exams.

Spring Term:

- Set up entry mark sheets and facilitate teacher entries.
- Produce a provisional exam timetable for review by Heads of Departments.
- Submit GCSE and GCE entries by due dates.
- Organise exam seating and coordinate access arrangements.
- Manage the receipt and storage of exam papers in compliance with regulations.
- Coordinate NEA mark entry and exam board inspections.

Summer Term:

- Distribute invigilators' timetables and provide necessary briefings.
- Coordinate the dispatch of coursework and examination scripts to boards.
- Organise internal examinations for various year groups.
- Manage special consideration cases for exam candidates.
- Perform other reasonable duties within the scope of skills as directed.

Person Specification:

- Education & Qualifications: GCSEs and A levels; undergraduate degree (preferred).
- Experience/Knowledge: Significant previous experience working with examination boards in a secondary school setting (preferred).
- Skills/Abilities: Proficient in MS Office (Word, Excel), Google for Education suite, and SIMS. Strong communication and interpersonal skills. Ability to prioritise and organise workload effectively.

- Familiarity with examination boards' administrative procedures.
- Ability to adapt and innovate in response to changing requirements.
- Attention to detail and commitment to accuracy.

Remuneration and working hours

- Salary: £38,000 p.a.
- Working hours: 5 days a week, Monday to Friday, 8.30 am - 4.30 pm, during non-exam periods. On-site presence required during all examinations.
- Holiday entitlement: 40 days per year, including 25 days, 8 bank holidays, and 7 shut-down days over Christmas and Easter.

Application process

In addition to completing the UCS application form, applicants should provide a full Curriculum Vitae and a supporting letter as soon as possible. The closing date for applications is Thursday 30 May 2024, 12 pm. However, please note that we reserve the right to interview and appoint at any stage during this process; early applications are therefore very welcome.