



West Hatch High School

a Specialist Business and Enterprise School

"THE BEST THAT I CAN BE"

Headteacher: Mrs V Schaefer BA (Hons), MA, PGCE (Cantab), MCCT

Examinations Officer

22.5 hours per week Wednesday to Friday (8.30am – 4.30pm)

Flexibility with hours may be required during Examination periods, time off in lieu will be given

Term time plus 4 weeks holiday working and 1 week CPD

Scale 8, points 25 - 28- £35,235 - £37,938 + £1013 Fringe (FTE)

Actual salary £20,927- £22,487

Required ASAP

Becoming an Exams Officer at our school offers an exciting opportunity to play a key role in the smooth and efficient running of examinations. This role requires excellent attention to detail, strong organisational skills, and the ability to work under pressure, making it ideal for someone who thrives in a fast-paced environment and is committed to supporting students' academic success.

We offer the following benefits:

- Newly built sports hall with fully fitted gym available for staff use.
- Swimming pool available for staff use.
- Banked cover/TOIL scheme allowing staff to build time to take some term time days off.
- The Headteacher is passionate about staff workload and wellbeing and holds regular wellbeing meetings with staff.
- We offer a significant number of paid development opportunities within departments and also across the school.

For more detailed information, please see the additional information pack.

At West Hatch we believe in building strong relationships with students and going the extra mile to support students' successes both in and outside of school.

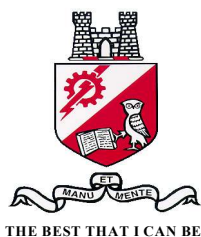
The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our School website at www.westhatch.net

If you require additional information, please contact recruitment@westhatch.net

Closing date: Monday 15th September 2025 at 9am

Based on the quality and quantity of applications received, West Hatch High School reserves the right to close this vacancy sooner than the specified closing date. Therefore, early applications are encouraged.



West Hatch High School

JOB DESCRIPTION: **Examinations Officer**

Responsible to: **Headteacher**

Responsible for: **Examinations / Access Arrangement Assistant & Invigilators**

Line Manager: **Deputy Headteacher**

Liaise with: **Cover Manager
Data Manager
Finance**

Grade range: **Scale 8, points 25 - 28**

Hours: Term time plus four weeks' holiday working through the year (some flexibility required during the public examinations periods when an early start and late finish will be needed. Hours in lieu will be given at a less busy time of the year)

Post Holder required to attend workplace for Examination results period in August until the Post Results deadline

Holidays may be taken during term time when there are no examinations

Purpose of the Role:

- To be responsible for managing the effective and efficient management and administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity and security of the assessment process
- To provide support, advice and guidance to the head of centre/senior leadership team in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times
- To complete the *Exams Officer Professional Standards* on annual basis by ensuring a thorough knowledge and understanding of JCQ and awarding body regulations and processes, developing/acquiring the key skills needed to perform the role effectively, and signing, and agreeing to comply with, the *Exams Officer Professional Standards Values and Attributes statement*
- To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed

- To understand JCQ and awarding body key dates and deadlines and have in place robust procedures to ensure these are met
- To ensure examinations are conducted in accordance with the regulations
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place
- To be responsible to the Senior Leadership Team
- To provide a comprehensive examination service for the school with overall responsibility for leading internal and external examinations with the regulations as set out by JCQ and/or the awarding bodies.
- To provide training and support to invigilators, teaching staff and students on examination related matters
- To manage expenditure within the set annual budget.

Main Responsibilities:

Before examinations

Planning

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Research and understand qualifications and how they are assessed
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/National Association of Examinations Officers/The Exams Office, etc.)
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
- Effectively use JCQ and awarding body online tools where required (e.g. the Centre Admin Portal (CAP), secure extranet sites)
- Ensure familiarity with the centre's Management Information System (MIS)
- Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (Achieved by creating and working to an annual exams plan)
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders
- Brief candidates/staff/parents/carers on examination regulations and requirements
- Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs of any changes to centre status
- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations
- Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre
- Support the Special Educational Needs Coordinator (SENCo) and liaise with the Examinations Access Arrangement assistant in implementing examination access arrangements and reasonable adjustments for eligible candidates.

Entries

- Observe the awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations/assessments
- Register or enter candidates for an examination or assessment in accordance with the awarding body's published procedures for that qualification
- Submit registrations, examination entries and certification claims by the deadline(s)
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
- Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates
- Verify the identity of all students that are entered for examinations/assessments
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with the Finance Department to ensure fees are paid as instructed and at the time specified by the awarding bodies
- Submit any applications for transferred candidate arrangements in accordance with the JCQ/awarding body requirements
- Liaise with relevant internal stakeholders to ensure final entries that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre

Pre-exams

- Recruit, train, update and manage a team of invigilators
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required as a last resort once all other options have been exhausted) in accordance with the regulations
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments prior to these taking place
- Inform the JCQ Centre Inspection Service where it is intended that a timetabled examination for any candidate(s) will be conducted at an alternative site
- Confirm relevant internal stakeholders to complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking

During examinations

Exam time

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Ensure all exam accommodation is prepared in accordance with the requirements
- Effectively deploy fully trained invigilators to exam rooms according to the requirements
- Manage unexpected issues/irregularities which may affect the conduct of examinations
- Support the head of centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies

- Manage emergency access arrangements for eligible candidates as the need may arise during exam time
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements
- Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria

After examinations

Results and Post-Results

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
- Effectively use internal and external IT systems to access and manage awarding body results information
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations

Other

- Successfully complete/adhere to the *Exams Officer Professional Standards* on an annual basis
- Acquire/evidence a thorough knowledge of JCQ and awarding body regulations and requirements
- Acquire/develop the skills required to undertake the role effectively and efficiently
- Engage in the centre's Appraisal/Professional Development Programme
- Undertake training, update or review sessions as required
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/member(s) of the senior leadership team responsible for examinations, for example:
 - the preparation for and conduct of internal examinations under external examination conditions
 - other exams-related administrative tasks
- To ensure that all policies relating to examinations are fully compliant with JCQ guidance and regulations and are updated annually to reflect any developments within these regulations.
- To liaise with school leadership staff to establish best working practices and policy covering organisation of exams and mandatory reporting requirements.
- To ensure that all policies and examination information is up-to-date on school website.
- Ensuring that all exams information, ie. Results day, PPE dates and timetables are published on school website
- Ensuring that timetables and JCQ regulations are disseminated to parents via Irisis platform
- To be responsible for maintaining up to date and secure links with all examination board websites/portals.
- Check to ensure that BTEC LIV have completed necessary training for marking course work

General

- To undertake any training commensurate with the post
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Professional standards

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, pupils, parents and the public.
- Come to work suitable dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to pupils, parents, other staff and school business
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high standards of punctuality and attendance.
- Effective time management & planning
- To work flexibly, undertaking tasks as directed, commensurate with the grade of the post.

These duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of their job, skill or grade.

The needs of the school are constantly evolving and all job descriptions are reviewed annually and subject to change to meet the needs of the school.



PERSON SPECIFICATION EXAMS OFFICER

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Educated to NVQ Level 3 or equivalent Experience in School Exams and timetabling Experience of working with children
	Knowledge of relevant policies and procedures	Knowledge of School Internal and External Examination Processes
	Literacy	Excellent Reading and Writing Skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use equipment e.g.Computer, photocopier, specialist equipment
Communication	Written	Form filling, letter writing, reporting exams, Examination timetabling
	Verbal	Listening Skills Ability to exchange routine verbal information clearly with children and adults Ability to express own views and opinions
	Negotiating	Ability to consult effectively with children and adults Ability to motivate/encourage/empower children/adults
Working with Children	Behaviour Management	Understanding and implementation of school behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum/School organisation Child Development and Health and Well Being	Understanding of exams boards and exams procedure, timetabling etc. Understanding of the way in which children develop and the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to forge networks/links, internal and external partners.
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults using appropriate communication styles Ability to build open and honest relationships
	Team work	Work effectively as part of a team Ability to work independently Know when and how to seek support

		Knowledge of own position within a team environment and the boundaries which apply
	Information	Ability to record and report observations in an appropriate manner Ability to distinguish between option and fact
Responsibilities	Organisational skills	Ability to be proactive and initiate action Ability to work in an organised manner under tight deadlines/timescales
	Line Management	Line management experience Supervise Exam Invigilators
	Time Management	Ability to manage own time
General	Equalities	Demonstrate commitment to treating all people fairly
	Health & Safety	Appliance with Schools Health and Safety policies
	Child Protection	Understand what is meant by safeguarding and the different way in which children can be harmed Understand and comply with children protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality