



Ribston Hall High School

Job Description Examinations Officer

JOB PURPOSE

- To be responsible for the administration, organisation and smooth running of both the public and internal examinations for students who are entered by the school and any external candidates.
- Ensure fair and secure conduct in accordance with the examination board rules and regulations such as those set by JCQ.
- To co-ordinate the invigilator team to ensure the effective management and deployment of invigilation staff.
- To work with the Senior Leadership Team to ensure all aspects of Examination administration is dealt with in a professional, timely and accurate manner.

MAIN DUTIES & RESPONSIBILITIES

1. **Public Examinations** – to be responsible for running the school's external examinations:
 - To manage and administer external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations and awarding body rules for examination administration.
 - Maintaining and developing systems to manage and coordinate all aspects of the exams administration process including logistics for exam sessions, including timetabling, room bookings, resources and staffing requirements.
 - Collecting estimated numbers and producing returns for the Exam Boards by discussing with subject heads numbers of candidates taking each unit or paper.
 - Using the School Management Information System to enter and amend candidate entries for GCSE and A-Level Examinations.
 - Checking papers as they arrive from Examination Boards and maintaining their security in School
 - Producing an overall timetable for each exam session and collate attendance registers, papers and examiners' details
 - Run student briefing sessions to ensure that students receive all required information.
 - Manage the arrangements for the secure storage and distribution of exam papers.
 - Issuing statements of entry and timetables to candidates and check their accuracy
 - Alongside the SENCO complete Access Arrangements Online administration and ensure that access arrangements are discharged appropriately.
 - Manage the post results service, ensuring staff in school have access to scripts and examiners reports in a timely manner, and supporting candidates and parents when querying results and remarks.
 - Lead on the process for recruiting, training and deploying Exam Invigilators.
 - Submit to the published timescales, relevant follow-up reporting to awarding bodies in relation to any applications for special consideration where candidates meet the set criteria.
 - Submitting marks and NEA to relevant exam boards
 - Preparing clash timetables and arrange for clash supervision
 - Managing the exam process with the Hospital Education service
 - Packaging exam scripts and arrange for collection.



Ribston Hall High School

- Downloading results using EDI and the School's Management Information System software the day before exam results are published, and co-ordinate results on results day for staff and students
- Complete DfE checks on results for Performance Tables
- Manage the retention of results and certificates and manage enquiries from parents/students and formal students.
- Receive and check certificates and prepare for presentation/distribution

2. Internal Examinations and Tests – to be responsible for:

- Planning and producing timetables for Year 7 CATs, and Year 10 to Year 13 internal examinations and tests in liaison with SLT and Heads of Year.
- Liaising with Cover Manager regarding any room changes.
- Ensure appropriate timetabling, invigilation arrangements and room arrangements are in place for all internal examinations.
- Collate results and ensure that internal examinations procedures are adhered to.
- Support the Admissions Team with the Grammar School admissions testing processes.

3. Other administrative duties as requested by the Headteacher.

QUALIFICATIONS/EXPERIENCE

- To have undertaken or be willing to undertake, JCQ training and other training provided by the exams office or other external providers.
- Good ICT skills including Microsoft Office and ability to learn new software systems
- Good general standard of education including Maths and English at GCSE or equivalent
- Experience or knowledge of school examination systems
- Excellent Communications skills
- Ability to priorities and work to deadlines, and be flexible in working patterns
- Ability to work independently, demonstrating initiative
- Confidence to lead a team of casual invigilators
- Analytical and problem-solving skills
- Ability to manage time effectively
- Demonstration of strong analysis skills
- Ability to keep calm when working under pressure
- Good team working skills.

SUPERVISION RECEIVED

Responsible through the Senior Leadership Team to the Head Teacher or other such member of staff as may be nominated by the Head Teacher

PRINCIPAL CONTACTS

September 2025



Ribston Hall High School

Department Heads, Teaching Staff, SLT, Invigilators, Students, Examination Boards

SPECIAL CONDITIONS

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 character of the post or the level of responsibility entailed. Such temporary variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Signed (post holder):

Date:

Name:

Signed on behalf of Ribston Hall:

Date:

Name: