



Ribston Hall High School

Assistant Examinations Officer

Job Description

PURPOSE OF ROLE

To work with the Examinations Officer to ensure all aspects of Examinations administration are dealt with in a professional, timely and accurate manner.

To assist with 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.

To deputise for the Examinations Officer as required.

MAIN DUTIES AND RESPONSIBILITIES

Public Examinations:

- 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, AS and A2 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
- Issuing statements of entry and timetables to candidates and check their accuracy
- Administration of income from resits
- Book invigilators for the exam seasons (internal and public) including MFL orals, art, drama and any other examinations that may require cover.
- Liaising with invigilators and ensure they know where they are based, and review timesheets for accuracy and authorisation.
- Keep an accurate and up to date record of all invigilators
- Liaising with Cover Supervisors regarding any room changes
- Preparing clash timetables and arrange for clash supervision
- Ensuring all examination rooms are ready for the examination and meet the requirements of JCQ.
- Ensure an accurate register is taken in all exams and contacting absent students if required.
- Packaging exam scripts and arrange for collection.



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- Downloading results using Management Information software the day before exam results are republished, and co-ordinate results on results day for staff and students
- Speak with students and parents during the results period supplying additional information or forwarding to the relevant member of staff.
- Dealing with Enquires About Results (EARs) and ensuring payments are collected and the EAR is processed by the relevant exam board
- Ensuring the result of the EAR is distributed to the pupil, head of department and Data Manager
- Complete DfE checks on results for Performance Tables
- Receive and check certificates and prepare for distribution
- Distribute exam certificates or arrange postage to students who have requested it.
- To assist with the co-ordination of access arrangements

Internal Examinations and Tests – to assist with:

- Planning and producing timetables for all internal examinations and tests
- Liaising with Cover Supervisors regarding any room changes
- To assist with the co-ordination of access arrangements

Other administrative duties as required by the Headteacher

Qualifications/Experience

- Good administrative and ICT skills including Microsoft Office and ability to learn new software systems
- Experience or knowledge of school examination systems
- Excellent Communications skills and attention to detail
- Ability to prioritise and work to deadlines, and be flexible in working patterns
- Familiarity with current JCQ rules and the procedures relating to reporting suspected incidents of malpractice.

Supervision Received

Responsible through the Examinations Officer to the Senior Leadership Team and the Headteacher or other such member of staff as may be nominated by the Headteacher.

Principal Contacts

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

Equal Opportunities

Equal opportunities is the right of everyone to equal chances and each individual is respected for who they are regardless of age, ethnicity, gender, social circumstances, ability/disability and sexuality.



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This job description sets out the main duties of the post at the date when it was drawn up. Such duties 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.

Signed

Headteacher _____

Signed

Post Holder _____

Date: January 2026