



SAINTS PETER AND PAUL
CATHOLIC HIGH SCHOOL

Exams Co-ordinator

37 hours per week
Term Time Only plus 10 days

RELATIONSHIPS: Responsible to Strategic Systems and Data Manager

REMUNERATION: Salary HBC 5

JOB PURPOSE

To coordinate the management, administration and organisation of the examination and curriculum allocation processes, and to support the Strategic Systems and Data Manager to establish and maintain data reporting systems which assist staff with tracking, reporting and assessment of pupils.

KEY DUTIES AND RESPONSIBILITIES

Examinations

- Coordinate the management, administration and organisation of the Examination entry process including liaison with staff, students and exam boards and resolving queries and problems
- Day to day planning and organisation of the examinations including determining room and equipment requirements. Liaising with subject teachers and site staff as necessary
- Coordination and updating of all aspects of the exams result process and appeals, informing students and staff of the outcomes
- Managing the collection and dispatch of exam scripts and coursework – ensuring accuracy and confidentiality
- Dealing with exam post, papers and associated paperwork in an effective, efficient and secure manner, both in the run up to the exams season as well as on the days of examinations
- Coordinating the implementation of access arrangements for students for exams, and processing special consideration requests.

- Coordination and training of exam invigilation including liaison with the team of part-time invigilators to ensure that exams are invigilated in an efficient, secure and professional manner
- Creating examination timetables including mock exams
- Download, import and process examination results on results days. Preparing and collating examination results for staff and students, resolving queries as they arise.

Data

- Under the supervision of the Strategic Systems and Data Manager, maintain and produce reports required by staff to assist in the tracking, reporting and assessment of progress, attendance and guidance, using an appropriate format for each audience.
- To develop expertise in the use of SIMS Assessment Manager and associated systems to track and analyse assessment data.
- To play a key role as a member of the Curriculum Groupings Panel, providing input into, and processing the outcomes of meetings determining group changes for current students and class allocations to mid-year admissions.
- To support the end of year promotion process and allocate students to classes ready for the new academic year.

General

- To support the Strategic Systems and Data Manager to ensure that deadlines are met and workload is managed at key times of the cycle.
- Undertake personal development through training and other learning activities as required
- Attend and participate in meetings as required
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Be aware of and support difference to help ensure everyone else has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background
- To undertake any other duties commensurate with the grade and overall level of the position.
- To supervise, train and develop skills of other support staff

Note: To undertake any other duties and responsibilities as may be assigned from time to time which are commensurate with the grade of the post

This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility

The college will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for

disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

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| Prepared by: | Stuart Evans |
| Job Title: | Director of Finance and Resources |
| Date: | 22.02.22 |
| Date for Review: | |