

FULFORD SCHOOL

JOB DESCRIPTION					
DIRECTORATE: School [DEPARTMENT:		
				POST NUMBER:	
REPORTS TO (Job Title): Examinations Officer GRADE: 3					
(this may be a member of staff who has this sole					
responsibility or Deputy Head or Teacher)					
1.	MAIN PURPOSÉ OF JOB				
	To v	work under the direction of the Examinations Officer to ensure the			
	smo	ooth running of the examination environment, including an			
	аррі	opropriate working atmosphere for the candidates. Ensure that all			
	exte	externally set examination regulations are fulfilled and examinations are			
	cond	conducted in line with the school's Examination Policy.			
2.	COF	ORE RESPONSIBILITIES, TASKS & DUTIES:			
	İ	Liaise with the Examination (
		seating order of the candidate			
	ii	Prior to the start of the exami			
		examination room so that the		ppropriately laid out and	
		meets exam body requireme			
	iii	Ensure candidates have the			
	iv	Under the direction of examin			
		identification of all candidates	s. Deal wi	th extra candidates not on	
		the register.	.1		
	V	Ensure candidates are aware	they are	under exam conditions,	
		retrieving mobile phone, etc.			
	vi	Be aware of all procedures a			
		that it is known what to do in	an emerge	ency situation (pupil illness,	
	::	fire etc.).	ad finiala tir	ma of the every inetion	
	Vii	Clearly announce the start ar			
	viii	Record the start and finish tir		ninations and ensure	
	ix	efficient time keeping is main Open and distribute papers a		oor authorised materials to	
	IX.	candidates.	iliu ariy oli	iei authoriseu materiais to	
	v	Ensure the attendance regist	or is comp	Note	
	x xi	Ensure late candidates are b			
	^'	in the examination with minin		ited and anowed to partake	
	xii	Supervise candidates in a qu		ohtrusive way and ensure	
	\ \I	the supervision of candidates			
		accordance with examination	•		
		accordance with examination	regulation	IJ.	

	xiii Ensure exam conditions are maintained at all times throughout			
	examinations and until all candidates have left the room.			
	xiv Collect scripts in register order and ensure there are not missing			
	scripts and the scripts are not left unattended.			
	xvi Assist with the packaging and dispatching of exam scripts.			
3.	SUPERVISION / MANAGEMENT OF PEOPLE			
	No. reporting - Direct: 0 Indirect: 0			
	Will support the induction and training of new staff.			
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4.	CREATIVITY & INNOVATION			
	Subject to occasional supervision and procedural guidelines, the			
	jobholder is able to use initiative in responding to queries, the			
	management of his/her own workload.			
	Uses initiative as part of own work, for example in response to			
	candidates queries in accordance with exam regulations or knowing			
	when to raise a concern during the exam which requires the professional			
	judgement of the Examination's Officer.			
5.	CONTACTS & RELATIONSHIPS			
	Internal			
	Regular contact with supervisor and colleagues calling for the			
	exchange of information, sometimes of a complex and sensitive nature, orally, in writing or electronically.			
	Ensure good communication between Examination Officer,			
	Invigilators, examination candidates and other colleagues.			
	Enables pupils' access to examinations.			
	External			
	Occasional contact with examination body. May be required to liaise			
	with courier re the dispatching of exam scripts.			
6.	DECISIONS – discretion & consequences			
	Working to established processes and examination body guidelines			
	which will guide the jobholder's decision-making. Uses discretion when responding to sometimes complex, face to face			
	queries. Will be required to respond to on the spot queries requiring			
	immediate attention.			
	Deal with queries in relation to insufficient papers, etc.			
	Clarify suspected errors on papers.			
	May be required to make difficult judgements and contribute to			
	decisions made by the Examination Officer.			
	The decisions which the jobholder makes have an effect on the			
	examination outcome for pupils.			
7	DESCUIDCES financial 9 amilioment			
7.	RESOURCES – financial & equipment (Not budget, and not including desktop equipment.)			
	Description Value			
	None			
8.	WORK ENVIRONMENT – work demands, physical demands,			
	working conditions & work context			

1) Work Demands

Subject to supervision. Most of work predictable, but may be required to manage time carefully during period of core examination activity. May be required to make difficult decisions.

2) Physical Demands

Largely classroom and exam hall based settings. Some sustained periods of physical activity will be required when actively supervising a large number of candidates in the exam hall.

3) Working Conditions

Majority of work takes place in exam hall in absolute silence.

4) Work Context

Risk of verbal abuse and physical harm from a minority of pupils. Risk of infection when dealing with unwell children.

9. KNOWLEDGE & SKILLS

- 1) Ability to carry out core duties without supervision.
- 2) A thorough working knowledge and experience of exam procedures.
- 3) Ability to manage large groups of young people.
- 4) Ability to work in an organised and structured way.
- 5) Ability to seek help where appropriate.
- 6) Sound oral and written communication skills.

10. Position of Job in Organisation Structure

