

Holme Grange School



Job Description & Person Specification

Exams Co-Ordinator

Part time term time plus 10 days during school holidays.

0.5FTE - 5 mornings

The role requires flexibility during peak examination periods, including earlier starts, later finishes and occasional work outside normal working hours. Additional hours worked should be agreed with the line manager and will normally be compensated through TOIL, to be taken at a mutually convenient time..

Main Purpose of the Post

The Exams Co-ordinator is responsible for supporting the smooth, secure, and compliant running of all internal and external examinations at the School. They will oversee a small, dedicated team of exams invigilators and the lead invigilator, and will be required to work closely with other academic colleagues to ensure the delivery of exams in accordance with regulatory requirements.

Key Accountabilities & Relationships

- **Reports to:** Assistant Head Academics, Holme Grange Senior School.
- **Works with:** Staff, pupils, parents, and external agencies as appropriate.

Key Responsibilities:

1. Examination Season Preparation

- Coordinate all aspects of internal and external exams across the whole school for each assessment period, ensuring accurate communication of entries, timetables, regulations, results, and post-results processes to staff, parents, and candidates.
- Working with the Access Arrangements Co-Ordinator, the Assistant Head SENDCo and the Deputy SENDCo ensure invigilators and rooms and other arrangements are appropriately implemented for pupils with Access Arrangements.
- Line manage the team of invigilators.
- Stay up to date with JCQ, Ofqual and awarding body regulations and ensure the senior leadership team (SLT) are fully briefed.

- In conjunction with the Assistant Head Academic, update all examination related policies in line with JCQ changes and maintain documentation for inspection. Produce new policies as needed.
- Prepare for JCQ/CIE inspections, ensuring all compliance paperwork is complete, including conflicts of interest, invigilator and cyber security training records.
- Manage exam entries and estimated entries via the relevant software and applications.
- Submit coursework marks, forms and entry changes on time.
- Liaise with the SENDCo, the access arrangements coordinator, IT, Assistant Head Academics and facilities team to ensure appropriate exam access arrangements.
- Manage timetable clashes with the Assistant Head Academics and co-ordinate with relevant teams to ensure supervision, catering and facilities are appropriately arranged.
- Produce candidate cards detailing access arrangements for all candidates.
- Co-ordinate the annual non-exam assessment (NEA) timetable for GCSE with the Assistant Head Academics, compliant with JCQ regulations. Maintain an appeals timetable and ensure timely submission of marks and uploads by departments.
- Co-ordinate with heads of departments, SLT, IT and Estates to book venues, rooms and equipment, including IT and furniture.
- Co-ordinate exam rooming arrangements for mocks and final and other examinations with relevant stakeholders.
- Produce seating plans and set up exam rooms according to JCQ requirements for all public exams and key internal exams.
- Provide annotated attendance registers (public exams) or session plans (internal exams) and detailed invigilator information packs.
- Oversee resits and internal exams/in class assessments as needed.
- Co-ordinate the recruitment, training, availability, and assignment of external invigilators, including lead invigilator in conjunction with the Assistant Head Academics.
- Deliver initial and update training for new and existing invigilators; schedule them to fill gaps and ensure adequate briefing.
- Produce and distribute statements of entry, individual timetables and the public exams handbook to parents and candidates.
- Co-ordinate ongoing changes to entries or tiers and adjust exam room arrangements accordingly.
- Collaborate with the head of modern foreign languages to arrange speaking exams.
- Liaise with pastoral leaders on exam communications to parents and internal procedures (e.g. candidate registration).
- Maintain records of subject drops across year groups for audit and use in exam preparation and entries.
- Provide input on key exam information for curriculum materials such as booklets and exam preparation guidance.

2. Examinations Procedures

- Ensure full compliance with current JCQ regulations, awarding body requirements, and school examination procedures, including the secure receipt, checking, and storage of all confidential examination materials.
- Oversee daily examination operations, including the management of venues, invigilation schedules and briefings, clash arrangements, second pair of eyes checks, secure distribution of examination papers, downloading pdfs for ReadWrite (electronic reader)/colour paper candidates and preparing authorised materials for approved access

- arrangements, and verifying stationery, registers, seating plans, and candidate labels.
- Assemble, check, and package completed examination scripts and associated documentation for courier collection, maintaining accurate dispatch records.
- Supervise and train invigilators to ensure the secure and efficient conduct of examinations and that all examination rooms are set up in accordance with JCQ requirements.
- Maintain detailed records of examination incidents, candidate absences, late arrivals, and potential special consideration cases; liaise with relevant staff and communicate with parents/carers where required.
- Prepare and submit special consideration applications and supporting evidence to awarding examination bodies within required deadlines.
- Participate in JCQ inspections and implement any recommendations arising from inspections before the next examination series.
- Promote and enforce examination security and malpractice prevention procedures, reporting and escalating concerns in accordance with JCQ and awarding body requirements.
- Coordinate and implement approved access arrangements in liaison with the SENCo and relevant staff, ensuring arrangements are delivered in accordance with JCQ regulations.

3. Results and Post Results

- Be available from results week onwards.
- Provide results to relevant SLT and SMT on the day they are received electronically.
- Ensure candidates receive their results on the scheduled distribution day.
- Handle urgent post results issues, sixth form placement issues.
- Manage the results process including all script access and review requests and maintain accurate records for Finance once completed.
- Oversee the distribution of exam certificates ensuring delivery to students and former students and tracking receipt/signatures until all are confirmed.

Safeguarding

All members of staff at Holme Grange School are expected to be committed to the safeguarding and protection of children, show an understanding of the issues surrounding the safeguarding of children, and follow the procedures in school policies and handbooks to ensure the safeguarding of all pupils at the school.

Holme Grange School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence to apply for this post if you are barred from engaging in regulated activity with children.

Person Specification

The successful candidate will be able to demonstrate the following:

- A high level of accuracy and good attention to detail, whilst working to deadlines.
- Efficient organisational skills and time management skills, with the ability to prioritise, manage workload and work effectively under pressure.
- Excellent communication skills and written skills.
- Excellent IT skills; able to use Word and Excel to a high standard as well as advanced IT proficiency with databases.
- A collaborative team player who is flexible and willing to support colleagues.
- Capable of working independently.
- Ability to remain calm and effective.
- Eager to learn and able to attend all INSETs.
- Previous exam officer or exam administration experience in a school environment is highly desirable.
- Experience of invigilation of public examinations desirable.
- Previous knowledge of JCQ procedures is highly desirable.
- Highly discreet, professional and trustworthy, with strong personal integrity.
- Ability to pick up regulations quickly and to work within those regulations.

This Job Description and areas of responsibility may be developed to reflect the strengths of the postholder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified.

The postholder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary. This list is not exhaustive and you may be required to undertake other duties as required by the Head or SLT. The job description may be amended to meet the needs of the school.