

# Examinations Officer and Senior School Cover Supervisor

The Examinations Officer is responsible to the Headmistress, via the Deputy Head Academic.

## Examinations Officer

### Job Purpose

The Examinations Officer is responsible for all arrangements for school examinations, internal and external, and ensuring that all public examination regulations are met by both school and student.

### Duties

- Liaising with staff to ensure correct entries are made for all examination entries.
- Checking entries are correct.
- Issuing rules of conduct to students.
- Issuing students with statements of entry and making any necessary corrections.
- To make detailed lists so that students are charged appropriate fees for examination entries and sending such lists to the Bursary for charging purposes.
- Checking for the correct arrival of papers and following up non-arrivals with the relevant board.
- Ensuring that all necessary stationery is ordered and made available in the public examination room.
- Working with the Deputy Head Academic with regard to the cover needed.
- To start and end all examinations, completing attendance registers.
- Ensuring all examinations are supervised in accordance with exam regulations.
- Dealing with special considerations and liaising with SENCO e.g. Educational Psychologist Reports, extra time/ equipment for students.
- Ensuring completed scripts are despatched appropriately.
- Attending 'A' level and GCSE results days in August (by negotiation with Deputy Head Academic), distributing documentation to staff and dealing with queries.
- To work together with Deputy Head Academic on results statistics and submitting data to the relevant bodies.
- Liaising with academic staff and candidates with regard to re-marks, retakes and appeals.

- To check certificates prior to Speech Day and following up certificates after re-marks.
- To assist with internal examination procedures.
- The management of Exam Invigilators.

### **Cover Supervisor**

#### **Duties**

- To be responsible for planning and organising cover for absent staff in the Senior School i.e. allocating a member of the teaching staff to supervise a colleague's absence. This includes planned cover e.g. courses, medical appointments etc. In addition, arrangements will need to be made on the day for last minute cover for sickness etc.
- To ensure that work has been set either by absent teacher or Head of Department.

#### **Other Specific Duties**

- To undertake the Administration of Extra Curricular Activities (ECA).
- To attend weekly briefing meetings and staff meetings and INSET training
- To hold at least a "one day" first aid certificate and to administer basic first aid, if required.

### **Additional Responsibilities for all staff at Kent College**

- To uphold the ethos, aims and objectives, reputation and good name of Kent College.
- To be in sympathy with the school's Christian foundation.
- To participate fully in the life of the school.
- To follow safe practice in all areas of school life, as detailed in the staff guide.
- To carry out any other reasonable duties falling within your capabilities depending on the needs of the school.

This job description may be reviewed and amended at any time after consultation with you.

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| <p>Examinations Officer and Cover<br/>Supervisor's Signature:</p><br><br><br><p>Date:</p> | <p>Headmistress' Signature</p><br><br><br><p>Date:</p> |
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