**Job Description**

**Examinations Officer**

**Job Title:** Examinations Officer

**Responsible to:** Deputy Principal, and ultimately the Principal

**Main Purpose of Post:**

To be responsible for the administration, organisation and smooth running of public examinations.

**Duties and Responsibilities:**

- These duties and responsibilities are to be carried out at all times with due regard to the School ethos
- To be responsible for examination entries for external exams to the Examination Boards for public exams, GCSE, AS, A2
- To liaise with Heads of Faculty on pupil examination entries
- Wherever possible making arrangements for pupils at this School to take examinations in subjects they have studied elsewhere. This applies particularly to examinations in first or second languages
- Where feasible to make arrangements for candidates who are not pupils at this School to take examinations here
- To disseminate information about public exams to the SLT in the first instance and then to all staff, relevant pupils and their parents
- To liaise with staff, parents, girls and to deal with complaints and queries about public examinations
- Receive, check and securely store all examination papers as soon as they arrive.
- To be responsible for the daily running of public examinations including practicals and organise the locations, and to inform the Deputy Principal and support staff about arrangements that need to be made to furniture in examination rooms.
- To make arrangements for all internal examinations including timetable rooming and invigilation. To liaise closely with the Deputy Principal over issues of invigilation and cover
- To liaise closely with the Deputy Principal and other relevant staff and create the invigilation timetable, publicising the arrangements to girls and staff
- Hold a meeting with invigilators each year prior to the main examination session to ensure that all invigilators are fully briefed as to procedures
- To sort out all “clashes” and make appropriate provisions for pupils
- To brief girls on examination procedures and conduct and to produce guidelines for staff and girls
- Organise ‘runners’ with the assistance of the Deputy Principal to patrol outside the examination rooms to maintain quiet
- Organise special arrangements, the use of bilingual dictionaries and extra time for candidates in consultation with the Head of Special Needs and gain permission for these through ‘Access Arrangements online’
- Send special consideration forms to the relevant examination boards when necessary
- Send coursework marks to the examination boards and samples to the moderators in consultation with each Head of Department
- Request forecast grades from Heads of Department and despatch them to the examination boards
- Hold a candidates meeting prior to the main examination session to give out instructions about examination regulations and also to give out instructions on how and when to receive their results and certificates
To provide relevant statistics on examination entry and examination results to the Principal, the Governors, and all relevant parties, including an Annual Report to the Governors.

To be responsible for examination stationery.

To check official statistical returns and examination results information before publication.

To complete examination entries using the school information system (PASS) and ensuring manual back-up as appropriate.

To oversee the copying and distribution of results by the School Office.

To check certificates before they are handed on to the Deputy Principal.

To retrieve costs of examination entry from absentees and arrange for remarks, reports and queries about examination results from the examination board.

To be present on the day the School is notified of results, or, to arrange for a suitable, well-briefed substitute who is capable of producing the relevant statistics and can make arrangements for distributing results (the substitute must be acceptable to the Principal).

Request remarks and copies of marked scripts in liaison with Heads of Departments.

To undertake an analysis of examination results, both A Level and GCSE, immediately the School is notified, and to inform the Principal and Deputy Principals as soon as administratively possible.

To liaise closely with the Deputy Principal to develop examination statistics that can be used for Target Setting, review and as a basis of raising achievement.

To explore the use and benefits of computer packages to streamline the administration of examinations.

Attending School Inset days and staff development workshop sessions.

The Exams Officer will also liaise with the Careers Co-ordinator in September to discuss girls taking extra university admissions tests (BMAT, HAT, ELAT etc). The Examinations Officer will enter girls for these exams where necessary and make arrangements to conduct those tests which take place in school in November.

The Examinations Officer is also responsible for organising the internal School exams twice a year but this is delegated to the Assistant Examinations Officer who also assists in the running of all public exams.

Throughout the year the Examinations Officer will deal with enquires from parents, Old Girls and staff relating to examinations, examination results and certificates.

**Terms and Conditions:**

- Working days and hours to be negotiated with the Principal.
- Support of specific School events.
- Pro rata statutory holiday entitlement of 5.6 weeks per year which includes public holidays, an allocation of which will be taken during the School’s Christmas closure.
- Food and light refreshments will be available free of charge during working hours.
- Salary as agreed at interview and confirmed by the Principal.

**Additional Guidance**

Undertaking such other duties and responsibilities of an equivalent nature, as may be determined and negotiated by the Principal from time to time, during School terms, while the School is in session and at any other time (including during School holidays, at weekends and before and after the School's normal starting and finishing times), as may be necessary in the reasonable opinion of the Principal for the proper performance of your duties covering the entire needs of the life of the School and its pupils.
The post holder’s duties must at all times be carried out in compliance with the School’s Equal Opportunities and Race Equality Policy and other policies designed to protect employees or service users from harassment.

The post holder must take reasonable care of health and safety of self, other persons and resources whilst at work, co-operating with management as far as necessary to enable responsibilities under the Health and Safety at Work Act to be performed and to follow the School’s Health and Safety policies and practices, including the contribution to School Risk Assessments.

It is the duty of the post holder not to act in a prejudicial or discriminating manner towards colleagues or employees of the service. The post holder should also counteract such practice or behaviour by challenging it or reporting it to senior management.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers and the wider School community to share this commitment. The person appointed must be willing to undertake all regulatory checks including an enhanced DBS disclosure.

<table>
<thead>
<tr>
<th>Draft compiled by: JSH/NL</th>
<th>Preparation date: 11 June 2015</th>
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<tr>
<td>Approved by: JSH</td>
<td>Revision Date:</td>
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</table>
Please complete all sections in black ink

Post Applied For: __________________________________________________

Is the post applied for:

□ Full Time       □ Job Share
□ Part Time

<table>
<thead>
<tr>
<th>PART A - Personal Details</th>
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<tbody>
<tr>
<td>Surname:</td>
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<tr>
<td>Maiden Name/Previous Name:</td>
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<td>Address:</td>
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<td>Contact Details:</td>
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Authorisation to work in the UK and points based system (Please see guidance notes)
I need a work permit to work in this Country

□ Yes       □ No

If appointed, please specify the date you can commence your employment:

National Insurance Number: |
PART B – Present Employment

Name and address of employer __________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Post held

Date started _____________________  Until ____________________ Salary ___________________

Key roles/achievements:

1.  _______________________________________________________________________________

2.  _______________________________________________________________________________

3.  _______________________________________________________________________________

Reason for leaving:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Part B Continued – Employment History

Please list in chronological order (most recent first)

Name & address of employer _________________________________________________________
________________________________________________________________________________
Post held _________________________________________________________________________
Date started ___________________ Until ________________ Salary _____________________

Key roles/achievements:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Name & address of employer  ______________________________________________________
________________________________________________________________________________
Post held __________________________________________
Date started  __________________ Until __________________ Salary ___________________

Key roles/achievements:
________________________________________________________________________________
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Name & address of employer  ______________________________________________________
________________________________________________________________________________
Post held __________________________________________
Date started  __________________ Until __________________ Salary ___________________

Key roles/achievements:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

You may use a continuation sheet if necessary
# PART C – Education and Training

Please give brief details of your formal education and any courses you have attended and examination results, including work-based training. Most recent first. (Where appropriate please bring to your interview the original achievement certificates).

<table>
<thead>
<tr>
<th>Name of establishment</th>
<th>From</th>
<th>To</th>
<th>Examination results (subject, level grade)</th>
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</table>
PART D – Dates unaccounted for Please give details of date/time not accounted for elsewhere on this application form
PART E – Experience/relevant skills/further information

Use this section to show how you meet all the short listing criteria for the job as set out in the enclosed job description, drawing on all aspects and experience, including paid and unpaid employment, voluntary work and home responsibilities. (Please continue on a separate sheet if necessary)

Please use this space to say why you are interested in the post for which you have applied.
PART F - Verification of Employment - other Information

Do you hold a current driving licence?  □ Yes  □ No

If yes do you have any endorsements? ____________________________________________________

If yes please specify groups on licence __________________________________________________

HEALTH AND MEDICAL BACKGROUND

Number of working days sick in the last 2 years_________________________________________

Please give names and addresses of two people who can provide employment references. One should be your present/most recent employer, preferably your most immediate manager.

Name________________________________     Name ________________________________

Address _____________________________    Address ________________________________

_____________________________________     __________________________________________

_____________________________________     __________________________________________

Position Held _______________________    Position Held ____________________________

Telephone No:_________________________   Telephone No: ___________________________

□ Please tick this box if you do not wish Moira House to contact your present or most recent employer until, a firm offer of employment has been made. (Moira House Girls School will normally take up references if you are short listed).

All offers of employment are subject to the receipt of two satisfactory references, an Enhanced Certificate being issued by the Disclosures and Barring Services, and the satisfactory submission of the school’s Employment General Health Questionnaire.

Warnings & Disciplinary Issues

Have you been dismissed or resigned in the face of a dismissal or warning?  

Yes □  No □

List any disciplinary offences or warnings that you have received at any time or state if not applicable.

Not applicable □

<table>
<thead>
<tr>
<th>Reason for Warning</th>
<th>Date</th>
<th>Name/Address of Employer</th>
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</table>
PART F Continued - Verification of Employment - other Information

Rehabilitation of Offenders Act 1974

The post for which you are applying carries exempt status under the provisions of the Act regarding ‘spent’ convictions. You are therefore required to declare below any Convictions (including bound-overs and cautions) you have had regardless of whether or not the time limit has elapsed.

Have you ever been convicted of a criminal offence?  Yes ☐ No ☐

Are there any alleged offences outstanding against you?  Yes ☐ No ☐

If YES, to either, please give details below or, if you prefer, attach details in a sealed envelope, marked 'strictly confidential'. Failure to disclose any information relating to criminal convictions may disqualify your application or result in dismissal without notice.

Details:

<table>
<thead>
<tr>
<th>Do you hold a previous Criminal Records Bureau Certificate</th>
<th>Yes ☐ No ☐</th>
</tr>
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<tbody>
<tr>
<td>If yes please provide the Certificate number:</td>
<td>____________________________</td>
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<tr>
<td>Date this Certificate was issued:</td>
<td>____________________________</td>
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<td><em>(Please see guidance notes)</em></td>
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</table>

Authorisation to work in the UK and points-based system - Immigration, Asylum and Nationality Act 2006.

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the U.K, Ireland, European Economic Area and the Commonwealth, provided they have a right to live and work in the United Kingdom. You will be required to provide evidence, prior to appointment, of a National Insurance number, passport information and current visa.

In accordance with the points-based immigration system, please confirm whether or not you are a national from a non-European Economic (EEA) country.

Yes ☐ No ☐
PART G - Enclosures

1. Photo
2. Education certificates and any further qualifications
3. Driving licence showing groups*
4. Passport*
5. Previous Criminal Records Bureau Clearance Certificate
6. Utility bill showing current postal address

* These items will be used for your Disclosures and Barring Service.

Originals of all certificates/qualifications must be provided to the school for verification.

I hereby give my consent to the school processing the data supplied on this application form for the purpose of recruitment and selection and Moira House School Development. (Please tick the relevant box)

Yes ☐ No ☐

Signed __________________________________________________________________________

Dated __________________________________________________________________________

Declaration:
I declare that the information I have given on this form and the attached Equal Opportunities Monitoring Form is true and complete and can be treated as part of any subsequent contract of employment. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified, or, if I have already been appointed, I may be dismissed.

Signed _______________________________ Date ______________________________

Please return this form and enclosures to:
Mr James Sheridan, Principal, at
Moira House Girls School, Upper Carlisle Road, Eastbourne, East Sussex BN20 7TE
TEL +44 (0) 1323 644144, FAX +44 (0) 1323 649720 E-MAIL head@moirahouse.co.uk
CONFIDENTIAL
EQUAL OPPORTUNITIES IN EMPLOYMENT - MONITORING FORM
This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application

General Guidance
Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. Moira House Girls School aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.

The School’s Equality of Opportunity in Employment Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person’s ability to do the job.

Moira House Girls School has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably.

The information given will not affect the consideration of your application.

Job Applied for: ____________________________________________________________

Department: ____________________________________________________________

How did you learn of this vacancy? __________________________________________

Surname and Initials: ______________________________________________________

Date of Birth: ____________________________________________________________

Marital Status: ___________________________________________________________

Gender: Male □ Female □

Ethnic Origin Guidance
This is the origin of your family rather than your nationality.

For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific.

Please identify your ethnic origin either by ticking ONE of the boxes on the right or by giving your own decision.

Ethnic Origin

A. White
   British
   Irish
   Any other white background

B. Mixed
   White and Black Caribbean
   White and Black African
   White and Asian
   Any other mixed background

C. Asian or Asian British
   Indian
   Pakistani
   Bangladeshi
   Other Asian background within C.

D. Black or Black British
   Caribbean
   African
   Other Asian background within C.

E. Other Ethnic Groups
   Chinese
   Any other ethnic group

Religion:
Buddhist
Christian
Hindu
Jewish
Muslim
Sikh
Other/None
Prefer not to say
Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps to ensure there is no discrimination towards any disabled candidates.

If you consider yourself to be disabled please let us know. We would appreciate advice on help we can give to enable you to attend, or participate in the interview. During the recruitment process you will be asked if you have any disability which would affect your ability to do the job, and, in compliance with the Disability Discrimination Act 1995, you will be asked what reasonable adjustments we might arrange to assist you.

Disability

Do you consider yourself to have a disability? YES/NO
(Please delete as required)

If YES, please describe your disability

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

If you need any assistance to attend or participate in the interview, please notify the Director of Human Resources as soon as possible.

Data Protection Act 1998

I consent to the data on this form being used for statistical purposes to assist Moira House Girls School in the monitoring of equal opportunities.

Signed: ___________________________ Date: ___________________________
Authorisation to Work in the UK (Immigration, Asylum and Nationality Act 2006)

In order for the school to comply with the Immigration, Asylum & Nationality Act 2006, we must ask applicants to confirm on the application form that they are able to supply evidence of their eligibility to live and work in the UK. This could be a passport showing that they are a British Citizen, a resident permit issued by the Border and Immigration Agency as a national from a European Economic Area country (or Switzerland), or a permanent National Insurance number with supporting documentation (i.e. a full birth certificate).

Refer to www.ukba.homeoffice.gov.uk for further information, or contact your nearest visa bureau office.

Disclosures and Barring Service

On 1 December 2012, the Criminal Records Bureau and the Independent Safeguarding Authority merged into one, to become the new Disclosure and Barring Service (DBS).

Workers Registration Scheme

Under the scheme, nationals from the following European Union member states are required to register with the UK Border Agency.

Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, Slovenia, Romania and Bulgaria.

Staff who are offered employment must register immediately with the Border and Immigration Agency. It is important to note that even if they have registered with another employer, they will be required to register once again by submitting a registration application form available from the Border and Immigration Agency.

Points-Based System for non-EEA Nationals

The points-based system has been introduced by the UK Border and Immigration Agency for migrant workers from outside the *European Economic Area (EEA) and Switzerland who want to come to work and study in the UK. Any prospective non-EEA National who is intending to apply for a post must self-assess their eligibility under the scheme before submitting an application.

The Home Office has placed restrictions on the numbers of migrant workers that all Tier 2 (General) Sponsors can recruit. Due to the restrictions we cannot guarantee that individuals that meet the requirements of the Points-based System will be issued with clearance to obtain work permits.

For full information and guidance contact the UK Border Agency direct at www.ukba.homeoffice.gov.uk

EEA Countries

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.
Safeguarding children commitment

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and the wider school community to share this commitment. Any offer of employment at the school is, therefore, conditional on the receipt of two satisfactory professional references, the satisfactory submission of the School’s General Health Questionnaire and an Enhanced Disclosure being issued by the Disclosures and Barring Service. (DBS)
This form is to be completed by all staff as part of the School's pre-employment checks before employment. All staff are required to complete this form prior to commencing employment.

Full Name: _______________________________________________________________

Address: _______________________________________________________________

Please respond to the questions listed below and sign the declaration to confirm that you are safe to work with children. If you are unable to meet any of the following aspects, please disclose this immediately to the Principal. Please circle yes or no against each point.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any offence since the date of your most recent enhanced DBS disclosure?</td>
<td></td>
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</tr>
<tr>
<td>Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any offence either before or during your employment at this school</td>
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</tr>
<tr>
<td>Are you 'Disqualified from Caring for Children'?</td>
<td></td>
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<tr>
<td>Have you committed any offences against a child?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have you committed any offences against an adult (eg rape, murder, indecent assault, actual bodily harm, etc)?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have you been barred from working with children (DBS)?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are you living with someone who has been barred from working with children (DBS)?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are you living in the same household as someone who has been disqualified from working with children under the Childcare Act 2006?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have your own children been taken into care?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have or are your own children the subject of a child protection order?</td>
<td>Yes</td>
<td>No</td>
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</table>
If you have answered 'yes' to any of the above, please provide further information below:

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Declaration

I understand my responsibility to safeguard children, and I am aware that I must notify the Principal immediately of anything that may affect my suitability to work with children.

I will ensure that I notify my employer immediately of any convictions, cautions, court orders, reprimands or warnings I may receive.

I confirm that I am not living with a person who has been disqualified from working with children.

I will ensure that I notify my employer immediately if I live with a person who has been disqualified from working with children.

Signed ……………………………………………… Date ……………………………

Signed ……………………………………………… Date ……………………………

Mr James Sheridan, Principal

Please record follow-on action taken, where relevant:

……………………………………………………………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………………………………………………………

Signed ……………………………………………… Date Action Taken ………………………

Mr James Sheridan, Principal