

## Examinations Officer

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**Department:** Children, Young People, Education and Skills

**Division:** Education

**Reports to:** Deputy Headteacher

**JE Ref:** CYP1115.1

**Grade:** CS06 **JE Date:** 02/07/2025

### Job Purpose

To assist in maintaining a comprehensive and effective examinations system within the School/College, ensuring that the appropriate regulations and procedures stipulated by the relevant examinations boards and professional bodies are adhered to by all internal and external customers, as well as invigilating staff.

To be the first point of contact for all customers regarding availability of exams, and examination procedures, whilst providing cross-departmental support.

### Job Specific Outcomes

Organise the entry, registration and certification procedures, and exams for the appropriate examining boards for both students and external candidates in line with the regulations and procedures laid down by the relevant bodies. Use Government of Jersey systems to input candidate data and provide reports.

Advise staff, students, and external customers as to the correct procedures for examination entry and submissions to ensure that all participants are aware of the information required by the school/college and the examining bodies.

Arranging exams, organising the examination schedule, room allocations and supplies, whilst providing invigilation support as and when required.

Responsible for organising all exams for exam boards specified by the Examinations Manager for the school/college and external candidates.

- Liaise with specified examination bodies and relevant school/college departments.
- Responsible for arranging the marking of papers as required.

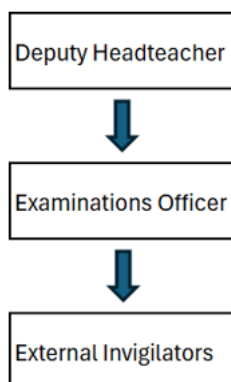
Administration of the paying of invoices for the Examinations Department as well as investigating candidate charges, as required, whilst meeting costs of examination bodies, and receiving cash and card payments.

To undertake any other reasonable examination related tasks, commensurate with the post and grade, as directed by the Exams Manager.

### **Statutory Responsibilities**

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

### **Organisational Structure**





## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b> <i>This relates to the level of education and professional qualifications and / or specific occupational training required.</i>	Have achieved 5 GCSEs including Maths and English or a NVQ2 qualification.	Have achieved an administration qualification
<b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i>	Knowledge of working with database systems for data entry.  Understanding the importance of data security (GDPR).  How to deal with complaints effectively.  Communicating with educational institutions both on and off-Island	
<b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i>	Strong IT skills: Microsoft Office Suite of applications.  Strong numeric skills for processing payments and invoices.	Experience working with Teams/SharePoint

	Strong reading, writing, and verbal communication skills	
<b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i>	<p>High degree of accuracy and attention to detail with an ability to work to tight timescales.</p> <p>Capable of being supportive with candidate whose first language is not English</p> <p>Committed to supporting the school/college by giving clear and accurate information regarding exam policy and procedure.</p> <p>Ability to liaise with all levels of management and administration to provide an inclusive and cohesive service</p>	
<b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i>	<p>A high level of administrative skills with a proven track record.</p> <p>Experience of working in a customer facing role.</p> <p>Experience working independently and managing timelines set by the Exams Manager and/or Exams Supervisor</p>	
<b>Criteria relating to Safeguarding.</b> <i>Other requirements needed to confirm suitability to work with children and/ or adults at risk to include skills, abilities, experience, behaviours and attitude/ motivation</i>	<p>Ensure adherence to policies and procedures for safeguarding</p> <p>Be alert to identifying safeguarding matters at all times and be clear on the points of escalation if do</p>	

<p><i>and values towards children and/or adults at risk.</i></p> <p><i>Please include any responsibility for children and / or adults at risk in the role and any safeguarding responsibilities and include whether DBS vetting will be required</i></p>	<p>have concerns that a child or young person is at risk of harm of abuse from others or to themselves. Report concerns for safeguarding through appropriate channels. Detailed and thorough safeguarding training will be required to be undertaken. DBS vetting required for Enhanced Child</p>	
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#### **Core Accountabilities, Attributes and Behaviour Indicators**

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.