

KENT COUNTY COUNCIL

HAY JOB DESCRIPTION QUESTIONNAIRE

Job Title: Examinations Secretary Directorate: Children, Families & Education
Reports to: Senior Management Team School:
Member responsible for Curriculum
Job Holder's Name: Job Family: Business Effectiveness:
Post Number: Date:
Current Grade: KR 5 (indicative)

1. PURPOSE OF JOB

To manage and administer all examination/test entries in collaboration with member of SMT responsible for curriculum and examinations.

2. DIMENSIONS

Administers paperwork for ***** examinations per year.

3. PRINCIPAL ACCOUNTABILITIES

- Design the systems and procedures for maintaining records of candidates' confidential details and for keeping exam/test papers filed in a secure place to ensure compliance with DPA and examination boards' requirements.
- Provide process for examination entries for all examinations/tests, including liaising with teaching and support staff to ensure that that all arrangements for SEN students have been applied for, in order that students are entered for the right examinations and have the support they require.
- Prepare, in consultation with the Caretaker and the school timetabler, availability of all examination rooms and ensure they are appropriately set up in terms of exam board notices, equipment, seating and setting out of papers etc., to enable students to undertake the examinations to the standards that the exam boards require.
- Ensure that all examination paperwork is completed at the end of the examinations and make sure that the exam bundles are sent off in order to meet the deadlines to enable students to have their papers dealt with and results co-ordinated.
- Ensure that all data pertaining to the school examinations is on the school computer system and is up to date in order to be able to prepare examination results analysis for publication to staff, students, parents and governors.
- Attend school on external results days in August to download results and organise their distribution in order for the students to collect them.
- Train and deploy invigilators to ensure that appropriate standards are maintained and organise internal exams in liaison with the Curriculum Organiser and Supply Cover Administrator to ensure that they are administered properly.

Agreed By Approved By
Job Holder Manager

Compiled By Approved By
Job Analyst Chief Officer / Nominee

4. NECESSARY EXPERIENCE

- NVQ 3 (or equivalent) in Business and/or Administration
- Must have undertaken the Support Work in Schools Programme (VRQ 2) or be working towards obtaining this.
- Good IT Skills
- Ability to prioritise and organise own workload and be able to meet deadlines
- Good communication skills, both oral and written, to a range of individuals (e.g. students, parents, governors etc.)
- Knowledge of school policies and procedures relating to health, safety, security and confidentiality of data and equal opportunities.

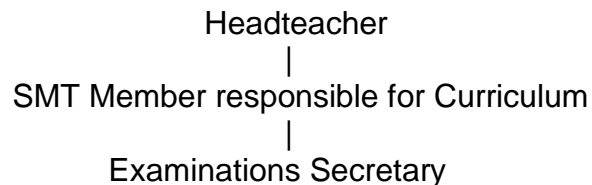
5. SCOPE FOR IMPACT

This role is key to ensuring that all examinations internal, and more importantly, external, are carried out correctly and that all paperwork relating to them is properly dealt with. Statistics relating to examination results impact on the success of the school and the post holder has a key role in ensuring that these are accurate and up to date.

6. JOB CONTEXT

The post holder must work on their own initiative, often to tight deadlines, with minimal supervision.

7. ORGANISATION



8. CHANGE STATEMENT

As a result of the Government's initiative "School Workforce Reform" and the National Agreement "Raising Standards – Tackling Workloads" new ways of employing support staff in schools are being sought. The National Workload agreement suggests that schools should deploy more staff in extended roles and the role of the Examinations Secretary is one of these.