

RATCLIFFE SCHOOL

Job Description for Examinations Co-ordinator

Name	
Position Title	Examinations Co-ordinator
Location	Ratcliffe School
Reporting to	Mr. R. Ensor
Position Number(s)	307333
Grade	Grade JE D point 18-22
Directorate/Section/ School	Education
Hours	From 1st September 2017:- 585 Hours Per Annum x 39 weeks (15 Hours per week) x 39 weeks per year

Job Purpose including main duties and responsibilities:

JOB PURPOSE

To organise and administer all examinations in the school and to keep the Principal and staff informed of developments in the examinations procedures and syllabuses nationally and provide financial information on exam costings to the Business Manager.

MAIN ROLE

- To co-ordinate all aspects of examinations.
- To ensure all staff are well informed about all aspects of examination procedures.
- To ensure distribution of certificates to students.

MAIN TASKS

1. To provide relevant staff with copies of information received from examination boards.
2. To liaise with students, parents and teachers about examination entries.

3. To enter candidates for the agreed exams at the right level/tier.
4. To allocate and maintain candidate numbers and UCI's for students.
5. To check entry deadlines with examination boards.
6. Coursework marks - ensuring deadlines are met to provide estimated grades to boards and moderation for all coursework subjects.
7. Estimated grades - ensuring deadlines are met to provide estimated grades.
8. To oversee examination store.
9. To oversee receipt and checking and ensure secure storage of all public exam papers and pre-release material into the school.
10. To oversee receipt of mark sheets and examiner information.
11. To ensure despatch of scripts to correct examiners.
12. To oversee the receipt and distribution of examination results during August.
13. To enter students for SAT's.
14. To organise and disseminate examination timetables for all examinations.
15. To ensure that all rooms, furniture and equipment required for all examinations is organised and in place.
16. To ensure that all examination papers are secure and that all examinations and SATs are carried out according to regulations.
17. To ensure that students are provided promptly with their results and eventually receive their certificates where appropriate.
18. To estimate the annual cost of examination expenditure and monitor to alert others to current entry practices and direct attention to the financial costs involved.
19. To represent the school's views in disputes with examination boards over gradings.

Signed Executive Head Teacher

Date

Signed Post Holder

Date