### JOB DESCRIPTION – EXAMINATIONS OFFICER

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Examinations Officer</th>
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<tbody>
<tr>
<td>Salary:</td>
<td>Circa £29,615 p.a. (based on full time equivalent of £40,000 p.a.) depending on qualifications, skills and experience</td>
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<td>Reporting to:</td>
<td>Head of Compliance and Qualifications</td>
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<tr>
<td>Location:</td>
<td>Highgate, London</td>
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<tr>
<td>Type of position:</td>
<td>35 hours per week; Term Time plus 3 weeks per year (the plus weeks must be worked during August)</td>
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### BACKGROUND

Highgate School was established in 1565 by a Royal Charter of Her Majesty Queen Elizabeth the First. Sir Roger Cholmeley, our Founder, was granted Letters Patent to found ‘a grammar School...for good education and instruction’. Today Highgate is a flourishing coeducational independent School which includes the Senior School for pupils aged 11-18; the Junior School for pupils aged 7-11 and the Pre-Preparatory School for pupils aged 3-7. There are currently in the region of 1,850 pupils at Highgate and the School employs approximately 550 full-time or part-time teaching and support staff.

The School is situated in one of the most attractive and sought after areas of North London, only a short journey from Central London and adjacent to Hampstead Heath. The hilltop site in Highgate Village is the historic site of the Senior School. A few hundred yards along Hampstead Lane in Bishopspwood Road lie the Junior and Pre-Preparatory Schools and the extensive playing fields, adjacent to the open spaces of Kenwood and Hampstead Heath. The Northern Line underground station is a short walk away and it is four miles to Central London.

Working at Highgate offers the opportunity to be part of a vibrant and welcoming community, committed to academic excellence and the highest standards of pastoral care for its pupils. The Governors consider the development of excellence in the education offered to the pupils to be the underlying purpose of activities undertaken by all staff.

Highgate is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

### THE ROLE

The Examinations Officer is a member of the support staff and is therefore responsible to the Bursar in matters relating to their terms of employment. The successful candidate is otherwise responsible for their day-to-day activity to the Head of Compliance and Qualifications with whom they will meet regularly with. Examination Board requirements place responsibility for the conduct of public examinations on the Head, to whom the Examinations Officer is ultimately accountable.
MAIN RESPONSIBILITIES

The principal duties of the Examinations Officer are:

- To liaise with Heads of Department to produce lists of entries for (I)GCSE, AS, A2 and Pre-U examinations (including re-takes) and examinations related to university entrance (BMAT etc.), and to submit these entries to the examination boards; to submit predicted grades to the board, and any other information requested by the boards
- To be/become familiar with the databases and electronic systems used for the submission of entries and for the issuing of results
- To ensure that coursework/internal assessment is collected and despatched to the examination boards or to the named markers by the time and method of conveyance specified
- To deal with requests for remarks, submitting them to the examination boards and feeding back results to relevant staff and to pupils and parents; to advise pupils and departments on grade thresholds and the submission of post-results requests
- To download results in August (and at other times, e.g. following the November modules) and to organise the provision of printed results to pupils the day following the receipt of results and the dissemination of results certificates when received from the examination boards; to produce grade boundaries documents for pupils and departments
- To be the School’s principal link with the examination boards, following up queries from members of staff about technical details of examinations and results (but not subject-specific details of syllabuses); to disseminate to the relevant member of staff any literature about examinations or syllabuses which may be sent by the examination boards
- To organise the sitting of all public, internal and any other formal examinations (Arkwright test, admission tests etc.), establishing venues and invigilation, and disseminating entry statements and details of venues and times to pupils; to publish the timetable for the whole examination session and distribute; to brief pupils in writing about proper conduct in examinations and about other procedural matters
- To arrange the appointment of external invigilators in accordance with the School’s procedures and policies for each examination session, in conjunction with the Bursar (e.g. over DBS checks) and the Principal Deputy Head
- To manage the invigilators; to train and deploy the invigilators in the various examination venues; to ensure, in collaboration with the invigilators and with the member(s) of the academic staff in the examination room, that the required standards of invigilation are maintained at all times and that the rules for the conduct of examinations are observed, delegating such duties to the senior invigilator present, when necessary (this will include drawing up seating plans and taking attendance registers)
- To manage any assistant examinations officer as may be appointed at any time
- To take charge of examination papers and other examination materials and stationery and to keep them secure; to see that they are taken on time to the examination venues; to ensure that examination scripts (and coursework) are collected and dispatched to the examination boards or to the named markers by the time and method of conveyance specified
- To be responsible for the financial issues relating to examinations, keeping records of costs of entries and submitting details of charges to each pupil’s fee invoice to the bursary by dates agreed with the Bursar; to provide accounts as directed by the bursary
- To provide the bursary with details of all late entry changes so appropriate action can be taken immediately
- To liaise with the Learning Support Director to establish for each examination session a list of those pupils eligible for access arrangements, i.e. extra time, laptop provision etc. and to ensure that such pupils have the extra time allowed and/or that laptops
are provided for each examination; and to submit any other special considerations requests to the examination boards using the necessary forms, whenever these prove necessary

- To make arrangements for external candidates (usually former pupils) to sit examinations and to obtain their entry fees in accordance with the Bursar’s financial protocols and prior to entries been accepted by the School
- To attend, when appropriate, INSET days organised by the examination boards and other relevant agencies and to disseminate information gleaned to other members of the School, as appropriate
- To undertake any other task which relates to public exams and which falls reasonably within the remit of the points listed above
- To produce, update and review exam-related policies and make them available to relevant parties
- To update the School’s MIS system with all post-result enquiries changes
- To assist the Head of Sixth Form (Academic) in the running of University Admissions pre-tests
- To disseminate certificates to candidates in a secure and timely manner
- To keep parents/carers and pupils informed by sending out regular updates via weekly email and producing exam booklets
- To review the scheduling of internal examinations and investigate its integration with SIMS
- To attend user focus groups (internally and externally)
- To proactively identify areas for improvement within the Exams Office

These duties and responsibilities are intended as a guide. They are not exhaustive: the Examinations Officer will be expected to undertake any reasonable task or responsibility as required by the Head of Compliance and Qualifications.

**PERSON SPECIFICATION**

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<tr>
<th>Qualifications</th>
<th>ESSENTIAL CRITERIA</th>
<th>DESIRABLE CRITERIA</th>
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<td></td>
<td>Degree or equivalent.</td>
<td>Understanding of the education sector and independent Schools.</td>
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<tr>
<th>Experience</th>
<th>• Experienced in SIMS or other Management Information Systems (or be willing and able quickly to acquire such expertise); • Have an understanding of databases and some technical background:</th>
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<tr>
<td></td>
<td>• Understanding of the education sector and independent Schools.</td>
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<tr>
<th>Ability / skills</th>
<th>• be self-motivated and able to work without direct supervision and to prioritise tasks; • Organised with an ability to self-plan and prioritise workloads. • Good numeracy/analytical skills. • Ability to work with senior members of staff with the ability to show tact and diplomacy at all times. • High level of IT skills including Word, Outlook, PowerPoint and Excel.</th>
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<tr>
<td>Personal Attributes</td>
<td>• be imaginative and good at problem-solving;</td>
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• be able to relate appropriately to pupils and staff;
• be able to remain impartial and maintain strict confidentiality;

CHILD PROTECTION

All members of staff must comply with the Highgate’s Safeguarding & Welfare Policy which is posted on the staff intranet. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy. A copy of the Highgate’s policy accompanies this job description.

TERMS & CONDITIONS

Salary
Circa £29,615 p.a. (based on full time equivalent of £40,000 p.a.) depending on qualifications, skills and experience

Hours of Work
Normal working hours are 35 hours per week, there can be flexibility on the start and finish time of these hours. There is a need to be flexible about hours in order to carry out these duties and responsibilities effectively, especially during the exam season, and no additional payment is made in this respect. In addition some evening and weekend working may be required. These hours must be agreed in advance with your line manager and time off in lieu may be given at your line manager’s discretion.

Probationary Period
This appointment will be subject to the completion of a probationary period of six months to the satisfaction of the Governors.

Lunch Period
The lunch break is unpaid and does not form part of your working hours. A complimentary lunch is available when the Dining Hall is in operation.

Holidays
Academic holidays as they occur during the duration of the contract. The salary for this role includes an element of holiday pay in respect of statutory annual holiday

Pension
The School runs a defined benefit pension scheme which provides a pension benefit of 1/80th of final salary for each year of membership based on a current employee contribution rate of 6%.

Leisure Facilities
Subject always to the needs of pupils and School’s operations, staff are offered free access at stipulated times to the School’s sports facilities.

Confidentiality
The need for absolute confidentiality and discretion, both within Highgate and the wider community, must be understood.

Dress Code
Teachers and support staff are expected to set an example to pupils and should dress appropriately at all times.

Smoking
Smoking, including vaping, is not allowed on or immediately outside any School premises (the footprint of the buildings and the grounds) or in areas where smoking might be seen by parents or pupils during working hours.

Health and Safety
Highgate takes its obligations under the Health & Safety at Work Act seriously and the postholder will be required to comply with all aspects of Highgate’s Health and Safety Policy, particularly in relation to safe working practices. All staff must keep up to date with
Highgate’s Health and Safety Policies which are regularly updated and posted on the Staff Intranet.

Data Protection
Highgate staff are expected to adhere to the Data Protection legislation at all times. Our Privacy Notice is available on the recruitment portal.

Equality and Diversity
Highgate is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

As a member of the support staff, this role is responsible to the Bursar. Job descriptions may be updated by the Bursar from time to time to accommodate the changing needs of the School.

For operational reasons, Highgate reserves the right to transfer employees to alternative duties. For this reason it is a condition of employment that employees are willing to do so, if requested, from time to time.

APPLICATION PROCEDURE

Applications should be made via Highgate’s website www.highgateschool.org.uk/about/vacancies

For any queries please contact Alice Buchanan, HR & Recruitment Officer, Highgate School, North Road, London N6 4AY. Recruitment@Highgateschool.org.uk

Closing date: Midnight on Sunday 23rd June. Applications will be considered on receipt and we reserve the right to close an advert early if we find a suitable candidate.