



# WHITMORE HIGH SCHOOL

Headteacher: Susan Hammond MA  
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD  
Telephone: 020 8864 7688  
[www.whitmore.harrow.sch.uk](http://www.whitmore.harrow.sch.uk)  
Email: [office@whitmore.harrow.sch.uk](mailto:office@whitmore.harrow.sch.uk)

October 2021

Dear Colleague

## EXAMS OFFICER

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school and we are seeking to appoint someone to join our team and make a positive impact on students' lives.

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached Job Description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

The closing date is at **9.00am on Friday, 15<sup>th</sup> October 2021**

I look forward to hearing from you.

Yours sincerely

Susan Hammond  
Headteacher

**When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.**

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.

Our CP Policy is available on the school's website [www.whitmore.harrow.sch.uk](http://www.whitmore.harrow.sch.uk)

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.



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## EXAMS OFFICER

37.5 hours per week (8.30 am – 4.30 pm with an unpaid half hour lunch break)  
Term time only plus 6 days to include 4 days at exams results time in August.  
Scale G6 - £24,515 per annum for the hours shown

### Job Purpose and Description:

To take responsibility for all aspects of the management and administration of the school's external and internal examinations.

### Responsible to:

### Summary of Main Responsibilities:

- Efficient management of all external examinations in accordance with JCQ guidelines and the organisation of all external examinations
- Receipt/answering of all communications with the Examination Boards and dealing with all queries on exams from other sources including school staff, parents, present and past students
- Maintain SIMS Exams Organiser computer software, using for all examination entries/results
- Work closely with heads of departments and the home languages coordinator regarding entries
- Producing statistical reports on entries/results for senior staff/heads of department and advising them on any matters concerning exams
- Supervision and recruitment of external invigilators liaising closely with the Headteacher's PA with regard to safeguarding and DBS checks
- Supervision of the Exams Assistant.

### More Detailed Responsibilities Include:

#### Administration of Exams

- Import Basedata from each exam board into Exam Organiser, allocate candidates for the current season, including candidate numbers and UCIs
- Collate exam entries from Heads of Department and enter into system
- Submit entries to the Exam Boards ensuring all requirements and deadlines are met
- Compilation and input of external candidates as required
- Compile exam timetables for individual students for both external and internal exams
- Compile overall exam timetable for staff, students and parents/carers
- Provide statistical analysis on entries and advise senior management as requested
- Deal with queries from exam boards on entries
- Process amendments to exam entries
- Receive, check and securely file in date order examination papers received from the Exam Boards, together with any other paperwork received from them
- Set NEA/coursework mark sheets up on SIMS so that they can be accessed by HODs to enable them to enter NEA/coursework grades.
- Distribute exam materials to Heads of Department as required
- Liaise with the Heads of Department regarding coursework submission and arrange the packing and posting of NEA/coursework within the deadline
- Liaise with Heads of Year/members of the senior management team to organise, timetable, room and invigilate internal exams.



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- Keep up to date with all exam policies, procedures, rules and regulations as required by JCQ and the different exam boards and write school policies as required
- Administer Oxbridge Entrance Exams

## At Examination Times

- Organise seating plans for all exams
- Organise rooming and desk availability
- Organise invigilators for each exam
- Identify and make arrangements for student exam clashes
- Liaise with the SEN department regarding special exam arrangements
- Be responsible for the secure transfer of exam papers, answer books, attendance lists and other equipment to exam rooms
- Help organise student entry and exit from exam rooms
- Alert senior management of any student absentees
- Ensure correct exam conditions in exam rooms and deploy invigilators
- Collect and collate exam papers and transfer to secure place for packing
- Check and pack exam papers and attendance lists
- Arrange for collection of exam papers/attendance lists
- Complete and send off special consideration requests

## At Exam Results Times

- Organise receipt of exam results
- Organise collation of individual results and distribute to students
- Distribute copies of results to Senior Management and Heads of Department
- Deal with any queries on results
- Administer any appeals, review of marking applications, access to scripts requests and collect any associated fees
- Collate GCSE/BTEC/AS & A Level certificates when received from exam boards and arrange for their secure distribution to students.

## Other Responsibilities

- Respond to queries from ex-students regarding their exam results/certificates
- Respond to staff, parents, students on any exam related query
- Recruit, train, organise and supervise external invigilators with high regard to safeguarding
- Train and supervise the Assistant Exams Officer

This job description is not necessarily a comprehensive definition of the post. The postholder must be willing to undertake any additional duties as required by the Headteacher or Office Manager commensurate with the post.

## **Person Specification:**

The post holder will:

1. Have previous experience of exams administration or similar demanding administrative roles
2. Possess strong organisational skills with the ability to prioritise own work load and meet all deadlines and remain calm under pressure
3. Be highly numerate and literate with a good level of education.
4. Have strong attention to detail and accuracy



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5. Have excellent communication skills with the ability to communicate effectively, clearly and accurately both orally and in writing with a wide range of people e.g. students, teachers, parents/carers, exam board officials
6. The ability to deal positively with large numbers of students and the ability to command their compliance and respect
7. A willingness to work extra hours in school both before and after the school day while examinations are in progress
8. Well-developed inter-personal skills and the ability to deal successfully with a range of people
9. Have a high level of administrative skills including MS Office Excel and Word
10. Be self-motivated, enthusiastic and hardworking and flexible in their approach
11. Be a positive team player, willing to assist and support, where needed and believe in the importance of team work and a collaborative approach
12. Have a pro-active approach to problem-solving
13. Embrace new technologies and ideas that enhance and improve administrative tasks
14. Have excellent punctuality and attendance
15. Maintain complete confidentiality and discretion at all times
16. Be committed to the principles and practice of inclusion and equal opportunities for all
17. Be committed to the principles and practice of safeguarding all young people

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