BISHOP ULLATHORNE CATHOLIC SCHOOL

JOB DESCRIPTION

Job Title: Examination Administrator	Grade: 3

Job Purpose

Under the direct management of the Data, Exams and Curriculum Manager to assist the administration of examinations, as well as supervising and organising a team of examination invigilators.

Duties and Responsibilities

- Disseminate all information from the examination boards to relevant staff.
- Collect information from Heads of Department concerning examination entries for all public and mock examinations.
- Enter pupils for relevant examination using SIMS Examinations.
- Check all entries with relevant staff and pupils.
- Administer all internal and external examinations which include:
    - checking examination papers
    - providing relevant stationary and equipment
    - producing examination timetables
    - providing place cards and seating plans
    - providing systems for checking attendance
    - making arrangements for collection and postage of scripts.
- Ensuring SIMS Examinations is kept up-to-date - assist the Data, Exams and Curriculum Manager responsible for recording and reporting by making relevant entries onto the database and checking information.
- Start examinations when needed.
- Coordinate the team of invigilators, identifying recruitment needs, providing training, and arranging the deployment of invigilation staff for internal and external examinations.
- Deal with enquiries from parents and students, including former students.
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies.
- Offer administrative support within the team.
- Any other duties and responsibilities within the range for the salary grade.

Hours of Work

During the summer examination season (including public and internal examinations) - May to July, you will be expected to work full time i.e. 37 hours per week.

Particular Note: This job description reflects the duties and tasks appropriate at the time it was drawn up. Such duties may be varied from time to time without changing the general character of the post or the level of responsibility entailed.