



Job Description

Exams Coordinator

Post Details

Job title: Exams Coordinator *

Salary: Pt 4 (£4449 Basic - £21189 FTE) *Salary due to increase April 2023 and will be backdated to start of employment*

Hours: On average 10 hours per week, this will be flexible outside of the exam periods when the bulk of the hours will be worked, Term Time Only (0.21 of FTE)

Contract type: Part-time

Reporting to: The Deputy Head of Secondary

Location: Culham, Oxfordshire

**Role can be combined with role of cover coordinator, see the website for more information*

Europa School UK

Europa School specialises in languages and offers a multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme (DP). In the lower Years 1-5 we follow the International Baccalaureate Middle Years Programme (MYP), with students sitting MYP e-Assessments at the end of S5 (year 11). Europa School is an all-through free school of students aged 4 to 19.

Job Description

Main responsibilities:

- Creating and organising the exam invigilation timetable
- Coordinating with the invigilators, keeping them up to date on any changes
- Preparing the exam sheets (date stamped) for each year group, producing the lists of students per exam
- Setting up the exam rooms on a daily basis during exam time, ensuring that all the required equipment is in place
- Training the invigilators
- Archiving the exams



- Liaising with all of the staff
- Liaising with the SENCO staff for special arrangements
- Liaising with the Site team ensuring the setting up for the various exam rooms
- Being aware of examination changes each academic year
- Updating examination-related policies
- Managing the examination entry process, including gathering information from teaching staff to ensure that students' examination entries are made correctly and on time, making amendments/withdrawals etc.
- Managing the examination preparation process. This includes preparing examination timetables for students and staff; creating seating plans for each examination room; briefing candidates, staff and parents; receiving, checking and securely storing confidential examination materials; administering internal assessment etc.
- Managing examination days in accordance with awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergencies, irregularities and malpractice, ending the examination, collecting the examination scripts and packing and dispatching examination scripts
- Contingency planning
- Managing examination results. This includes accessing results electronically/downloading results from awarding body secure sites and preparing for results to be disseminated to each student/candidate
- Dealing with requests and administering post-results services
- Issuing examination certificates

Person Specification

Criteria	Qualities
Qualifications and experience	<ul style="list-style-type: none"> ● No formal qualifications required
Skills and knowledge	<ul style="list-style-type: none"> ● Excellent organisational and planning skills ● Good interpersonal and communication skills with a range of stakeholders ● Ability to prioritise workload and meet deadlines ● An understanding of multiple IT systems ● Ability to work under pressure
Personal qualities	<ul style="list-style-type: none"> ● A commitment to the bilingual and multicultural ethos of the school ● Ability to think creatively ● Ability to work under pressure and prioritise effectively ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding and equality



For more information

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: applications@europaschool.uk

Deadline: See Website

Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK

Tel: +44 (0)1235 524060

The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.