

Role Profile			
<b>Role</b>	Exams Officer	<b>School</b>	Oryx International School
<b>Line Management</b>	Exams Assistant	<b>Reporting To</b>	Head of Secondary
<b>Internal and External Interactions</b>	School staff, students, parents, and external business professionals	<b>Hours</b>	40 hours per week

### Background and Role Purpose

## Background

Educating nearly 2,000 students, Oryx International School delivers the best of British education exclusively to the children of employees of Qatar Airways and its approved subsidiaries. Owned by Qatar Airways and managed by Orbital Education, the school provides the highest standard of facilities and the best British International education in a safe, caring and welcoming environment. The school's Mission is to deliver an engaging, value-rich, broad and balanced 'British International Education Programme' to the children of the employees of Qatar Airways through highly qualified and experienced UK curriculum teachers. The vision of the school is to ensure that students leave Oryx International School equipped, confident, and ready to face the challenges that their next stage of life will bring. Students in their time studying at the school, will have developed effective behaviours that will enable them to thrive and succeed as global citizens of the 21st century, thanks to our school Values and unique approach to education. For more information, [www.oryxschool.qa](http://www.oryxschool.qa)

## The Role & Purpose

To organise all external examination and mock examinations processes in liaison with staff, students, parents and examination boards, to ensure that all students are entered appropriately for examinations and work closely with the Head of Secondary to form examination timetables. To manage the capture, storage and processing of data and the production of associated reports and analyses relating to student performance in support of the school's ambition to achieve excellent academic results. To provide assistance in recording attendance and provide administrative support to a broad spectrum of areas within the school as and when required.

### i) Key Accountabilities and Roles

#### Examinations

To have a full understanding of the School's Examinations Policy in order to fulfil the responsibilities listed below:

- Administer all external and designated internal examinations, including liaison with the various Qualifications authorities and examination boards, ensuring all entries are processed in accordance with the examination board regulations and deadlines
- Liaise with the Head of Secondary and teaching staff to ensure that exam entries are processed and deadlines are adhered to
- Prepare and update all examination entries, including invoices of fees, to parents via the finance dpt.
- Provide relevant data in respect of entries, fees and late fees to the SLT and Finance Department
- Be responsible for the organisation of the examination timetable, including liaison with the Facilities Manager and security to ensure that appropriate conditions are in place for examinations
- Publish agreed timetables and seating plans to staff, parents and students
- Organise timetabling and invigilation of all internal and external examinations, mock examinations and practical assessments for I/GCSE and A Level
- Be responsible for the dissemination and collection of forms and coursework mark sheets for completion and return to the exam boards by the specified deadlines
- Brief students on examination procedures and produce guidelines for staff and students
- Be responsible for organizing and overseeing student movement to ensure that appropriate examination conditions are in place for all examinations

- Ensure Access Arrangements for students with SEN are processed in accordance with appropriate regulations, working with Teachers and the Head of Inclusion on gathering evidence of need. This includes administering SEN testing as required
- In liaison with the Head of Inclusion, ensure Special Education Needs students have the correct exam arrangements in place and have an application in Access Arrangements online with the relevant requirements
- Co-ordinate GL Assessments as required by the Head of Secondary.
- Organise examination papers and stationery before and after examinations, ensuring that they are securely stored in accordance with appropriate regulations
- Maintain electronic copies of all issued certificates and statements of results
- Personally issue exam papers to invigilators
- Remain on-site at all times for the duration of examinations and personally secure completed exam papers in the exam store
- Recruit, train and supervise Examination Invigilators, ensuring that sufficient numbers are available for each examination in accordance with Regulations
- Be responsible for managing the invigilation team, including monitoring invigilation performances and dealing with any problems that may arise during and after exams
- Manage the arrangements for the issue of examination results to candidates
- Liaise with the Head of Secondary to disseminate result information in a timely manner to facilitate student university applications and the promotion of College success in securing student entry to top universities
- Issue all statements of results and exam certificates in accordance with appropriate regulations
- Be responsible for notification of Exam Late Fees to parents, the Vice Principal and Finance Department
- Attend relevant training courses
- Attend any Examinations Officer meetings run by Exam Boards for local schools, cultivating links and discussing best practices in order to streamline the administration of examinations
- Prepare, manage, process and despatch the Academic reports twice a term

### Examinations Data Management

To support the SLT by producing reports covering:

- Public examination results
- Internal assessment results

To assist in the preparation, where necessary, of:

- Benchmarking data
- Academic report data
- Completion of Statutory Annual Census reports

### ii) General Activities and Requirements

The Exams Officer will also:

- be aware of and comply with all school policies and procedures
- contribute to the overall ethos and work of the school
- establish an effective system for managing the workload, prioritising where necessary
- establish constructive relationships and communicate with other agencies/professionals
- Effectively lead and monitor the work of the Exams Assistant to ensure maximum efficiency

The post holder is expected to actively contribute towards the school and involve themselves in the life of the school at all levels. This includes, although is not limited to; attendance at staff meetings; training; involvement in all school events whether during or after the normal school day; provide support and guidance to non-teaching and administrative staff, and support the school in the wider delivery of its objectives and goals.

**NB: The post holder will be expected to work some Fridays and during Eid holidays as per the exam timetable from the UK. Conditions for this will be according to Qatar Labour Law.**

### Qualifications, Experience and Skills

- Methodical approach to work
- Analytical/problem-solving aptitude
- Excel spread-sheet experience
- IT literate, especially in databases, data analysis, and charting skills
- Ability to be proactive and display initiative
- Willingness to learn and acquire new skills
- Good people management skills
- Organisational skills
- Ability to present information in appropriate formats according to audience and fit for purpose
- Ability to be proactive and display initiative
- **Previous Exams Officer experience**
- Flexible with working times, especially during official I/GCE and A Level exam schedules
- A professional and supportive team player who enjoys effective collaboration with colleagues
- Good team player, but also the ability to work autonomously
- Experience in liaising with couriers such as DHL to ensure the collection of exam papers as required

### Personal Attributes

- A professional manner and appearance.
- Friendly, warm personality.
- Self-motivated, with a positive, professional attitude.
- Calm under pressure.
- The ability to deal with a variety of people and situations (face to-face, on the telephone and through electronic communication).
- Hard working, proactive and flexible with working hours when necessary

### iii) Line Manager's signature

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Job Description Acceptance Acknowledgement

I have received a copy of this job description pertaining to my position.

Position: \_\_\_\_\_

Revision Date: \_\_\_\_\_

I have reviewed this job description, understood my duties and my role, and accept that this may change based on the school's operational needs. Any questions about additional duties should be discussed with my line manager or HR.

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Sign over printed name)