



THE FULHAM BOYS SCHOOL

A Church of England School

The Fulham Boys School
532 Fulham Road
London SW6 5BD

The Fulham Boys School is looking to appoint an outstanding Examinations Officer. The role will also include supporting our Careers Guidance and Enterprise programme, as well as general admin support. The responsibilities of the exams officer are outlined below. As for responsibilities pertaining to careers, enterprise and general admin, the precise nature of this part of the role will be subject to the skills and experience of the candidates and negotiated at interview.

The school is ambitious, believes strongly in its vision and ethos and is determined to influence the educational landscape nationally and globally. It is a growing Trust which means that there will be exciting career progression opportunities for staff.

Job Title: Examinations Officer

Responsible to: Head of School

Line Manager: Assistant Headteacher, Quality of Education

Start Date: January 2022 or sooner if possible.

Salary: Competitive and dependent on experience

Contract type: Full Time

Liaison with: SLT, SENCO, Heads of Departments, external invigilators and examination boards

Responsibilities as Examinations Officer:

- To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals
- To organise public and internal examinations including individual timetables for students, hall /room and invigilation requirements
- To invigilate school and public examinations as required
- To ensure that examination papers and documentation are securely stored as per examination board requirements
- To liaise with examination boards and relevant staff in relation to coursework, examination timetable clashes and special requirements for SEN students
- To liaise with and follow up with Key Curriculum Leaders and relevant staff to ensure coursework, examination entries and other requests / changes are submitted within set deadlines
- To set up exam venues as per examination board requirements

- To coordinate the posting of coursework and examination papers
- To coordinate access arrangements with SEN Administrator for all internal and external exams
- To coordinate exam certificates when they arrive into centre & arrange for them to reach students either by an event or posting
- To be available to assist the Admissions Officer with overflow workload where needed
- To maintain and update information held on school database systems relating to assessment and examinations
- To provide instructions and /or assist teachers in relation to examination entries, coursework and assessment data requirements
- To set up and maintain archive files and historical data relating to assessment and examination results
- To input examination entries and results into school database systems as required
- To coordinate the collection, entry and extraction of data required to ensure statutory returns, which are relevant to the area, are completed accurately and within deadlines
- To provide training for staff relating to assessment and examination processes and protocols, and create instruction manuals to be used by staff
- To be available on results days in order to process and issue examination results to staff and students as per examination board requirements and school policies and procedures
- To ensure that data protection regulations are complied with and maintained
- To manage and coordinate the recruitment of examination invigilators as required
- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including examination entries, returns and reports
- To attend parents' evenings and open days/evenings as required

How to apply?

Please apply by filling in the school's application form. If you would like to speak to someone at the school about the role then we would love to talk to you. You can call the school on 0207381 7100 or email recruit@fulhamboysschool.org.uk

Closing date for completed applications: Noon on Tuesday 28th September

The successful candidates will be supportive of the School's distinctly Christian ethos

FBS is committed to the protection and safety of our learners. The successful applicant will be required to undertake an enhanced criminal record check via the Disclosure and Barring Service prior to commencing the role.