

LOCATION	Dover Court International School - Singapore	
JOB TITLE	Examinations Officer and Secondary Administrative Support	
JOB PURPOSE	To provide administration and technical support for the academic functions listed below	
REPORTING TO	Principal, Secondary Headteacher and Deputy Head - Learning	
DIRECT REPORTS	None	
OTHER KEY RELATIONSHIPS	Senior Leadership Team, Executive Leadership Team, Teachers	
PACKAGE	Admin pay scale	
KEY RESULT AREA	MEASURES OF PERFORMANCE	
<p>Exams</p> <ul style="list-style-type: none"> • Ensuring that external examinations are run efficiently and in accordance with regulations so as to enable all students to succeed, as well as internal mock examination sessions. • Arranging external examinations for non-curriculum subjects, including community languages. • Overseeing the checking and distribution of results and certificates. • Liaising with Subject Leaders to ensure that entries for IGCSE, BTEC and IB examinations to Edexcel, AQA and the IBO are submitted in advance of deadlines. • Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations. • Publication of centre timetables to include dates, times, venues, invigilation, and number of candidates. Resolving examination clashes through alternative arrangements. • Collecting and despatching worked scripts in accordance with the regulations. • Collecting and despatching coursework and predicted grades for IGCSE, BTEC and IB in accordance with the regulations. • Processing enquiries about results and requests for return of scripts. • Ensuring that costs of retakes etc are reimbursed by candidates/departments, as appropriate. • Managing the examinations budget and ensuring all costs are accounted for through examination fees • Ongoing review of all internal policies relating to assessment and examinations 	<p>There are no administration barriers to students' ability to achieve the grades of which they are capable. All procedures are conducting within the regulations of the examination boards and this is verified through successful external inspections.</p>	

<ul style="list-style-type: none"> • Work with the SENCO to ensure that access arrangements are provided as needed for candidates. • Support with training for invigilators and those supporting the delivery of access arrangements for candidates. 	
<p>iSAMS and Training</p> <ul style="list-style-type: none"> • Support the Data Manager with requests for data for analysis • Ensuring candidate data is available in ISAMS and that results are uploaded into ISAMS. • Troubleshooting – support with examination portals, eg Edexcel Online • Management of ‘Internal Exams Manager’ module and ongoing development of internal use • Training – production and updating of manuals eg Student Examination Handbook, training for examination invigilators • Support for various other modules within iSAMS eg Teaching Manager • Ensuring any interfaces to 3rd party applications is done in a secure, controlled manner and in compliance with any regulatory requirements • Creating transcripts for students using internal and external data 	<p>iSAMS is used comprehensively by stakeholders as a regular part of their day</p> <p>All staff supporting the examinations process have training and guidance provided by the examinations officer to ensure examinations and run in accordance with all regulations and provide students with outstanding examination experience</p>
<p>Administrative Support</p> <ul style="list-style-type: none"> • Administrative support for the Secondary Senior Leadership Team when not involved in examination preparation or administration • Working across the leadership team to support with tasks related to data management, ISAMS, attendance, teaching sets, communications, and other administrative tasks as directed by the Secondary SLT. 	<p>Valued member of the academic team and organisation</p> <p>Can be relied upon for timely and accurate completion of administrative tasks</p>
<p>Personal Development</p> <ul style="list-style-type: none"> ▪ Continual development through the identification and implementation of your own Personal Development Plan ▪ Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other PD meetings and keeping up to date with the latest procedures and regulations for IGCSE and IB examinations. 	<p>Valued member of the academic team and organisation</p> <p>Examinations are conducted within the latest procedures and regulations</p>

<p>Other</p> <ul style="list-style-type: none"> ▪ Promote and adhere to the Company Vision and Values: <ul style="list-style-type: none"> ▪ Opportunity - For us, opportunities need to be meaningful, about achieving potential and making progress. ▪ Impact - For us, impact is about making a difference. It needs to be immediate, positive and lasting. ▪ Leadership - For us, leadership is about considering the team’s needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility. ▪ Respect - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right ▪ All staff are required to manage effective personal development as part of the Company’s commitment to invest in staff as the key resource in the organisation ▪ Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation ▪ Any other appropriate duties as allocated by the Principal ▪ Willingness to undertake appropriate child protection training when required ▪ Know and understand the school’s Safeguarding procedures and who to report concerns to 	<p>Valued member of the team and organisation</p>
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PERSON SPECIFICATIONS	
Qualifications/Training	
▪ Degree	Desirable
▪ Exam Board Training	Desirable
Experience / Knowledge	
▪ Good working knowledge of IGCSE and IB	Essential
Skills	
▪ High level of IT competence	Essential
▪ Use of iSAMS and Managebacc	Desirable
Personal Attributes	
▪ Organised	Essential
▪ Excellent interpersonal skills	Essential

▪ High levels of personal integrity	Essential
▪ Excellent organisational and time-management skills	Essential
▪ Attention to detail	Essential
▪ Ability to work under pressure and remain calm	Essential
▪ Willingness to take on multiple tasks	Essential
▪ Proactive and able to prompt others to ensure deadlines are achieved	Essential
▪ Self-motivated and enthusiastic	Essential
▪ Ability to work independently	Essential
▪ Continually strive for improvement	Essential
▪ Adaptability	Essential
▪ Sense of Humour	Essential

Other Conditions

Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.

Compliance with visa requirements for working in Singapore.

At Nord Anglia Education we are committed to providing a world class, safe, happy environment in which children and young people are able to thrive and learn. We are committed to safeguarding and promoting the welfare of all our pupils irrespective of race, ability, religion, gender or culture.

All post holders in regulated activity (having regular unsupervised contact with children) are subject to appropriate national and international vetting procedures including satisfactory criminal record checks from both Country of residence/birth and any Country of residence within the last 10 years.