



<b>LOCATION</b>	Dover Court International School - Singapore	
<b>JOB TITLE</b>	<b>Examinations Officer</b>	
<b>JOB PURPOSE</b>	To provide administration and technical support for the academic functions listed below	
<b>REPORTING TO</b>	Principal and Secondary Headteacher	
<b>DIRECT REPORTS</b>	None	
<b>OTHER KEY RELATIONSHIPS</b>	Senior Leadership Team, Executive Leadership Team, Teachers	
<b>PACKAGE</b>	Admin pay scale	
<b>KEY RESULT AREA</b>	<b>MEASURES OF PERFORMANCE</b>	
<p><b>Exams</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Arranging external examinations for non-curriculum subjects, including community languages.</li> <li>Overseeing the checking and distribution of results and certificates.</li> <li>Liaising with Subject Leaders to ensure that entries for IGCSE and IB examinations to CIE and the IBO are submitted in advance of deadlines.</li> <li>Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.</li> <li>Publication of centre timetables to include dates, times, venues, invigilation, and number of candidates. Resolving examination clashes through alternative arrangements.</li> <li>Collecting and despatching worked scripts in accordance with the regulations.</li> <li>Collecting and despatching coursework and predicted grades for IGCSE and IB in accordance with the regulations.</li> <li>Processing enquiries about results and requests for return of scripts.</li> <li>Ensuring that costs of retakes etc are reimbursed by candidates/departments, as appropriate.</li> <li>Managing the examinations budget and ensuring all costs are accounted for through examination fees</li> <li>Ongoing review of all internal policies relating to assessment and examinations</li> <li>Work with the SENCO to ensure that access arrangements are provided as needed for candidates.</li> </ul>	<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>	



<p><b>iSAMS and Training</b></p> <ul style="list-style-type: none"> <li>• Data management - archiving data every beginning/ending of term</li> <li>• Support the Data Manager with request for data for analysis</li> <li>• Troubleshooting – support with examination portals, eg Edexcel Online</li> <li>• Management of ‘Internal Exams Manager’ module and ongoing development of internal use</li> <li>• Training – production and updating of manuals eg Student Examination Handbook, training for examination invigilators</li> <li>• Support for various modules within iSAMS</li> <li>• Ensuring any interfaces to 3rd party applications is done in a secure, controlled manner and in compliance with any regulatory requirements</li> <li>• Creating transcripts for students using internal and external data</li> </ul>	<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><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>▪ Continual development through the identification and implementation of your own Personal Development Plan</li> <li>▪ 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.</li> </ul>	<p>Valued member of the academic team and organisation</p> <p>Examinations are conducted within the latest procedures and regulations</p>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>▪ Promote and adhere to the Company Vision and Values: <ul style="list-style-type: none"> <li>▪ <b>Opportunity</b> - For us, opportunities need to be meaningful, about achieving potential and making progress.</li> <li>▪ <b>Impact</b> - For us, impact is about making a difference. It needs to be immediate, positive and lasting.</li> <li>▪ <b>Leadership</b> - 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.</li> <li>▪ <b>Respect</b> - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right</li> </ul> </li> <li>▪ 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</li> <li>▪ 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</li> <li>▪ Any other appropriate duties as allocated by the Principal</li> <li>▪ Willingness to undertake appropriate child protection training when required</li> <li>▪ Know and understand the school’s Safeguarding procedures and who to report concerns to</li> </ul>	<p>Valued member of the team and organisation</p>

<b>PERSON SPECIFICATIONS</b>	
<b>Qualifications/Training</b>	
▪ Degree	Desirable
▪ Exam Board Training	Desirable
<b>Experience / Knowledge</b>	
▪ Good working knowledge of IGCSE and IB	Essential
<b>Skills</b>	
▪ High level of IT competence	Essential
▪ Use of iSAMS and Managebacc	Desirable
<b>Personal Attributes</b>	
▪ 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

<b>Personal Attributes</b>
<ul style="list-style-type: none"> <li>▪ High levels of personal integrity</li> <li>▪ Conscientious and able to focus on completing work to a consistently high standard</li> <li>▪ Flexible and positive approach to work</li> <li>▪ Excellent organisational and time-management skills; high attention to detail</li> <li>▪ Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved</li> <li>▪ Adaptable to working in a fast paced ever changing environment</li> <li>▪ Ability to work under pressure and remain calm</li> <li>▪ Proactive and willingness to take on multiple tasks</li> <li>▪ Self-motivated and enthusiastic</li> <li>▪ Ability to work independently</li> <li>▪ Must be a team player, willing to help and be flexible</li> <li>▪ Continually strive for improvement</li> </ul>

<b>Other</b>
<ul style="list-style-type: none"> <li>▪ Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.</li> <li>▪ Compliance with visa requirements for working in [Location].</li> <li>▪ A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required</li> </ul>

## PHILOSOPHY AND VALUES

**We are ambitious for our students, our people and our family of schools. We believe that:**

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

### **The NAE Commitment**

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

### **Promote and embodies *The CORE 7 Leadership Capabilities:***

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Role-model the 'Be Ambitious' philosophy each day
- Feedback as a valued member of the team and the wider organisation