



Cayman Prep and High School Examinations Officer Job Description

The Examination Officer shall actively support the Principal in overseeing, ensuring and promoting the efficient and effective leadership and management of the High School examinations in accordance with the regulations laid down by the examination boards and with the school's internal examinations policy. He/She shall, in addition, undertake a full-time teaching role within the School and shall set an exemplary model to all staff of excellent teaching practice and classroom management, liaising with and overseeing the work of the Assistant Examinations Officer.

Job Title: Examinations Officer

Purpose: To assist and support the Principal, maintaining the effective operation of all examinations and assessments, internal and external, at the High School and to Conducting additional assessments as per the instructions of the Principal.

Reporting to: The Head of Assessment and to The High School Principal,

Liaising with Key Stage 3, 4 and Key Stage 5 Coordinators, the Learning Support Coordinator. Heads of Faculty, The Admissions Officer, SENCO and teachers.

Salary / Grade: CPHS Teachers' Salary Scale, plus Responsibility Allowance Level B2.

Main Duties and responsibilities:

The duties and responsibilities of The Examinations Officer include but are not restricted to the following:

- Oversee all matters relating to all examinations, public and internal.
- Conduct timely CAT 4 assessments.
- Conduct PASS, PTS, PTM, PTE, entrance exams for the school and entrance exams as requested by overseas institutions for departing CPHS students.
- Keep up to date with all examination requirements and ensure that HOFs, KS Coordinators, teachers, parents and students are aware of the relevant regulations, communicating these as required by Head of Assessment and The High School Principal.
- Oversee the preparation and admin of examination entries.
- Receive and store all examination papers as they arrive and be responsible for all examination stationery.
- Deliver all access arrangements and schedules for exam accommodation/access administration, in line with requests of SENCO.
- Be present at the start and finish of designated examination sessions to check attendance in accordance with the seating plan and to collect the papers.
- Work with Head of Assessment and The High School Principal, ensuring that examination papers are dispatched to the boards as required by the regulations.
- Prepare and manage all timetables for internal and external examinations.
- Set up rooms for examinations and ensure that regulation spacing is observed.

- Have full responsibility for the smooth running of external examinations scheduled for Public Holidays and during school holidays, deputising effectively as agreed.
- Oversee assessments undertaken by students for applications to schools overseas, as and when required.
- Maintain confidentiality at all times in dealing with and resolving enquiries from school staff, students, parents or the examination boards regarding any examinations held at Cayman Prep and High School.
- Correspond with Exam Boards, uploading, entering, and overseeing all documentation
- Undertake other reasonable duties as may be required or designated from time to time by the Principal.

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Principal and the post holder.

Signed:

Post Holder: _____ Date: _____

High School Principal: _____ Date: _____