

**EXAMINATIONS OFFICER AND
BTEC COURSE WORK
CO-ORDINATOR
Job Description**

Page 1 of 4
Last Updated: 23/03/2026

THE WEST GRANTHAM CHURCH OF ENGLAND SECONDARY ACADEMY	
JOB DESCRIPTION	
JOB TITLE: EXAMS OFFICER AND BTEC COURSEWORK CO-ORDINATOR	
GRADE: 4	
REPORTS TO [Job Title]: Head of School	
1.	<p>PURPOSE OF JOB: <i>In one or two sentences describe the scope and objectives of the post and the service provided</i></p> <p>To be responsible for the smooth running of all examinations and for the monitoring of the progress of all individual students within Key Stage 4 and the resources they require. To have overall responsibility for the delivery of BTEC qualifications in the academy.</p>
2.	<p>MAIN RESPONSIBILITIES, TASKS & DUTIES</p> <p>To act in accordance with school policies and procedures and relevant legislation,</p> <p>To liaise with teaching staff on student choice of entry to public examinations. To enrol students on BTEC courses, track their progress, record, report and collate their results, produce the necessary paperwork.</p> <p>To liaise with Examination Boards in respect of the administration of entries, coursework requirements, the conduct of examinations and examination results and the evaluation of the internal verification/external verification processes.</p> <p>To ensure that Examination Boards/authorities are made aware of any special requirements for students\school and that appropriate provision is made.</p> <p>To liaise with students regarding the accuracy of information provided to Exam Boards for examination entries, ensuring that students are aware of the Exam Boards requirements regarding their conduct whilst sitting examinations.</p> <p>To liaise with students and parents in respect of appeals and results enquiries.</p> <p>To provide statistical information regarding examination entries\results as required.</p>

**EXAMINATIONS OFFICER AND
BTEC COURSE WORK
CO-ORDINATOR
Job Description**

**Page 2 of 4
Last Updated: 23/03/2026**

	<p>To ensure that effective communication procedures are in place with pupils, parents, Head of School and teaching staff in respect of examinations.</p> <p>To liaise with appropriate staff member in respect of invigilation and rooms to be used for examinations.</p> <p>To be responsible for leading external verification visits and completion and submission of all relevant paperwork associated with these.</p> <p>To keep abreast of changes to the JCQ Guidelines and Instructions for Conducting Examinations and to communicate these to the senior leadership of the academy.</p> <p>To be a fully qualified first aider and to act as the lead First Aider on site with responsibility for ensuring compliance with policies and procedures and maintaining records in relation to this.</p> <p>To be responsible for the provision of cover for classes during staff absence, including the planning of cover, issue of cover information to staff and liaison with supply agencies where necessary.</p> <p>To share in the administrative work of the main office by agreement so that it is adequately staffed throughout the school day, carrying out routine telephone/reception duties and relaying messages as necessary.</p>
3.	<p>MANAGEMENT OF PEOPLE <i>[full managerial responsibility e.g. recruit, appraise, discipline etc]</i></p> <p>Responsible for the training and management of a team of examination invigilators during the examination periods.</p> <p>Responsible for managing a team of first aid trained staff.</p> <p>SUPERVISION OF PEOPLE <i>[i.e. day to day supervision of & quality check of work]</i></p>
4.	<p>CREATIVITY AND INNOVATION <i>What innovative and imaginative responses to issues are required to resolve problems?</i></p> <p>Creativity and Innovation will be required when responding to issues/problems occasioned by the duties detailed above, the ability to recognise and react in a timely manner is essential</p>
5.	<p>CONTACTS AND RELATIONSHIPS <i>What personal contacts and relationships are required with other people and organisations to carry out the job?</i></p> <p>Students Parents/carers</p>

**EXAMINATIONS OFFICER AND
BTEC COURSE WORK
CO-ORDINATOR
Job Description**

**Page 3 of 4
Last Updated: 23/03/2026**

	<p>Head of School School Staff Other educational institutions Examination boards External Examiners</p>
6.	<p>DECISIONS <i>A requirement to make decisions or recommendations. The extent to which policies, procedures or other guidelines affect your decisions.</i></p>
	<p>a) Discretion – <i>The postholder has the following discretions:-</i></p> <p>The postholder may need to make recommendations in respect of procedures, for example changes in policies by Exam Bodies may affect processes in the school.</p>
	<p>b) Consequences – <i>The consequences of the postholder’s decisions can be anticipated to impact on the following:-</i></p> <p>Impact on individual or group may be significant e.g. incorrect or delayed exam entry. There could be an impact on the reputation of the Academy.</p>
7.	<p>RESOURCES <i>The postholder is personally accountable/responsible for the following:-</i></p> <p>The postholder is responsible for the safekeeping and confidentiality of exam papers and completed examination work. Responsible for equipment in own office e.g. computer.</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands – <i>Impact of deadlines and changing and conflicting priorities.</i></p> <p>The post holder will experience some interruptions which are an intrinsic part of the role, however, this does not cause any overall change to the task.</p>
	<p>b) Physical Demands – <i>Continuing physical effort, bending, lifting, pushing etc</i></p> <p>Physical activities associated with working in an office environment</p>
	<p>c) Working Conditions – <i>Exposure to disagreeable or unpleasant conditions.</i></p> <p>Work is carried out in a well ventilated and well lit school environment.</p>
	<p>d) Work Context – <i>Potential risk to safety & well being, including abuse and aggression</i></p> <p>Potential risk associated with this post regarding emotional, physical and aggressive abuse from young people and their carers.</p>

**EXAMINATIONS OFFICER AND
BTEC COURSE WORK
CO-ORDINATOR
Job Description**

Page 4 of 4

Last Updated: 23/03/2026

9.	<p>KNOWLEDGE AND SKILLS <i>required to be fully competent in the post</i></p> <p>Qualifications Experience, knowledge, ability and personal qualities are of greater importance than formal qualifications. 3 -5 years relevant experience A basic understanding of the education system and a willingness to learn Advanced computer skills including word processing, databases and spreadsheets Knowledge of Bromcom preferable. Good communication skills, both written and oral. Competence in the skills of networking and facilitating. Ability to work effectively with and command the confidence of colleagues.</p> <p>Emergency First Aid at Work certification is required for the first aid aspects of the role.</p>		
10	GENERAL		
	<p>Other Duties - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>		
	<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Trust Equal Opportunities policies.</p>		
	<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Trust Health and Safety policies and procedures.</p>		
	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]