

Position Title	Examinations Officer and Administrator	Date: December 2018
Function/Department	Secondary School	Location: Singapore
Manager Name & Title	Assistant Head of Secondary - Academic	
Position Type	Permanent	
Position Status	Full Time	

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Objective

- Administration, organisation and staffing of internal and external examination & benchmark testing processes and preparation.
- Management of candidates online enrolments with external curriculum examination bodies and benchmark testing facilitators.

Please note that this position experiences high and low intensity periods. In periods where timing allows, alternative administrative duties may be requested by the Head of Secondary.

Specific Responsibilities

- Work closely with the Assistant Head of Secondary (Academic) and Curriculum Coordinators to lead the organisation of examinations and procedures of the different curriculum examination bodies.
- Work closely with the Curriculum Coordinators to ensure students' online enrolments with external curriculum examination bodies are accurate.
- Assist IB Coordinator with uploading of the Year 12 IBDP Extended Essays.
- The collation and uploading of all IBDP predicted grades and Internal Assessments as required.
- Work closely with the Assistant Head of Secondary (Academic) to lead the organisation, administration and invigilation of all benchmark testing (including, but not limited to, NAPLAN, CAT4, ALIS, PASS).
- Oversight and organisation of all internal examinations as required, including production and communication of examination timetable and staffing.
- Leadership of, collaboration with and communication with the Chief Invigilator and the team of examination invigilators.
- Production and delivery of necessary training and documentation to the examination invigilation team.
- Responsible for the maintenance of the school's internal and external online examination page.
- Oversight of the publication to students of examinations schedules and instructions
- Liaise with the Daily Operations Coordinator with regards to staffing requirements
- Oversight of the creation of seating plans, attendance registers and examination notification material for examinations
- Oversight of the sorting and collating of all examination papers according to cohort size and venue.
- Liaise and assist Learning Enrichment Department with examination preparation and organisation of special provisions arrangements for examinations
- Responsible for updating the school calendars for all dates and details of examinations and their location.
- Oversee the relevant paperwork, booking and layout for the required examination/benchmark testing facilities
- Coordination of external 3rd party examination requests with external provider.
- Any other requests made by Line Manager of an administrative nature.

It is the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact with and compliance with the relevant Cognita Safeguarding Child



Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

- Excellent communication skills, multi-tasking and time management.
- Ability to lead and work as a part of a team.
- Excellent attention to detail.
- Excellent problem-solving abilities, especially when under stressful conditions.
- Ability to work autonomously.
- A flexible and "growth mindset" approach to work.
- Good Google Suite &/or Microsoft Office Suite skills, with a willingness to learn.
- Experience in an examination context within an International School environment would be a distinct advantage.

Contacts

- Students, Curriculum Coordinators, Heads of Department, Parents

Working Conditions

- Official working hours 8am to 5pm or as required
- Occasional weekend, holiday, public holiday or evening work if examinations fall outside term time.

Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Working Hours : 8:00am – 5:00pm, Monday to Friday
- Annual Leave : Paid school holidays. No additional leave will be granted during Examination windows.
- Medical Benefits : Group Local medical insurance provided.
- Sick Leave/Hosp : 14 days sick leave and up to 60 days hospitalisation leave
- Probation Period : 3 months from date of commencement