



GORDONSTOUN

Broader experiences, broader minds

EXAMINATIONS AND CURRICULAR COMPLIANCE OFFICER (ECCO)

Job Description

Reports to Deputy Head Curriculum and Headmaster

Job purpose

The Examinations and Curricular Compliance Officer (ECCO) will support student achievement at Gordonstoun by managing all public and internal examinations and assessments. The ECCO will work across Admissions, the Junior School and Senior School together with external bodies and all colleagues to deliver exemplary standards of compliance and efficiency.

Major Responsibilities

Exams

Duties Include:

- Ensuring timely and efficient compliance with all external protocols and JCQ regulations
- Efficient and effective running of all examinations
- Responsibility for provision of Access Arrangements and providing support to the Learning Support Department in compiling invigilation schedules
- Management of invigilation including compiling staffing schedules, cover requirements and overseeing external invigilators
- Responsibility for all logistics and communications to ensure the smooth running of exams and Assessments (internal and external)
- Recording, collating and distributing results and exam reports as required
- Providing statistical analysis for the Curriculum and Admissions team as and when required
- Coordinating all staff training associated with the smooth running of examinations
- Support the administration and delivery of baseline testing.

Curriculum Management

Cover

Duties include:

- Coordinating cover arrangement for Senior School lessons
- Liaising with the Junior School when necessary to coordinate cover
- Adhering to (and, as required, developing) internal systems and policies
- Responding to emergency cover requests including for sickness
- Liaising with HR and Payroll as may be required with regard to any Teacher absence

Trips

Duties include:

- Managing administration for all Curriculum trips
- Ensuring that the School is complying with the national guidelines for educational visits
- Liaising with all parties to ensure paperwork is compliant with regards to trip protocol
- Liaising with the DHC and the DoS regarding trip permissions and requests
- Providing support for staff with regard to accurate paperwork for all Curriculum school trips

Calendar

Duties include:

- Liaising with the Planning and System Coordinator as required for Curriculum needs to ensure the provision of an effective and efficient service
- Resolving any calendar conflicts regarding examinations and trips

Registration

Duties include:

- Supporting the administration of electronic registration processes across the Curriculum department
- Providing statistical analysis for the Curriculum Department as and when required

Miscellaneous

The flexibility to work some additional hours on occasions, if required, to meet deadlines (for example, examinations) and providing general support to the curriculum team and wider school community.

It is important to recognise that any job description outlines only the minimum expectations of the post-holder and should not constrain those wishing to take on additional responsibilities and activities that could positively affect their own, their teams, or the School's development and improvement

Appropriately qualified candidates may also have the opportunity to become involved in supporting student learning and wellbeing.

Further information

6-month probationary period

37.5 hours per week; Full-time, 6 weeks paid holiday per annum to be taken outside of term time.

Term Time "Plus" - Monday-Friday between 0800 & 0830 to 1600/1630. The daily hours of work may vary, especially during the busy School examination season. A flexible approach is therefore essential.

30-minute unpaid lunch break in the refectory, access to the sports centre and contributory pension scheme.