

Role Profile: Exams Officer

Salary:

Reporting to: Principal

Responsible for: n/a

Main purpose of Job

To organise and manage all internal and external examinations, ensuring strict compliance with prevailing regulations for provision.

Duties and responsibilities

- To process entries wherever possible via Schoolpod to examination boards for single registered pupils, ensuring all the necessary related information is provided. To ensure examination entries are submitted in accordance with the timescales provided by the examination boards. To chase outstanding information where necessary.
- To liaise with feeder school exam officers to ensure examination entries are submitted in accordance with the timescales provided by the examination boards. To chase outstanding information where necessary.
- To liaise with Subject Leads and the Principal and take responsibility for ensuring pupils are correctly registered at the appropriate times with regard to forthcoming examinations.
- To oversee the collection and dissemination of coursework marks to examination boards
- To organise the timetable and invigilation programme for examinations, including liaison with external invigilators/admin staff and correspondence with examination boards. To ensure all regulations regarding invigilation are adhered to.
- To employ, train and brief invigilators prior to examinations to ensure invigilators remain fully aware of and adhere to the rules and regulations associated with the examinations as set by the examinations boards. To ensure all invigilators are compliant in terms of training.
- To support the SENDCo to ensure appropriate access arrangements are made for pupils with specific needs and coordinating submission of requests.
- To ensure the appropriate organisation and custody of examination papers, including the secure receipt, storage and return of all exam papers.
- To prepare and organise examination rooms and locations, including seating plans and transference of papers.
- To process and distribute examination results and certificates.

- To manage all appeals and special pleadings processes, through negotiation with examination boards. To liaise with teaching staff and pupils with regard to appeals and special pleadings.
- To liaise, correspond and negotiate with examination bodies on behalf of the Academy with respect to formal examinations processes, times of exams, exam paper delivery dates and any necessary variations to the instructions provided by the examinations boards, and to disseminate information from examination boards to leaders of learning.
- To ensure the Academy's compliance with all examination boards' instructions, meeting the standards required by the moderation and assessment bodies. This will include annual site audits and face to face meetings with each exams officer.
- To develop and maintain appropriate contingency plans so as to ensure the delivery of examinations with the support of the Principal.

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members.
- Understand their role in order to be able to work collaboratively with Principals.
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust.
- Develop effective professional relationships with colleagues.
- Establishing constructive relationships and communicating with other agencies/professional.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the Trust's Five Year Plan, policies, practices and procedures, so as to support the Trust's values and vision.

Health and safety

- For lone working, ensure that you have read the appropriate policy.
- Keep yourself safe.

Professional development

- Help keep own knowledge and understanding relevant and up to date by reflecting on own practice, liaising with your line manager, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from your line manager.
- Take part in the Trust's appraisal procedures.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside the Trust.
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality.
- Demonstrate Wave's Values, to develop and sustain effective relationships with the academy community.
- Respect individual differences and cultural diversity.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks carried out. The postholder may be required to perform other duties appropriate to the level of the role, as directed by the Principal, SLT or line manager.

Wave Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Experience in mainstream/special school. • Display personal and interpersonal development and team-working skills. • Evidence of an ability to develop and maintain relationships with stakeholders built on honesty and integrity. • Pro-actively plan, organise and manage workload. • Display reflective practice and reflexivity. • Display Knowledge and understanding of appropriate use of ICT. • Display regular evidence of initiative taking. • Display robust self-management skills with regard to problem solving. 	<ul style="list-style-type: none"> • Experience in SEN including need for access arrangements and special provisions for pupils with needs.

Education & Training	<ul style="list-style-type: none"> English and Maths GCSE (Grade 4 and above) or equivalent 	<ul style="list-style-type: none"> Further qualification relevant to post
Special Knowledge & Skills	<ul style="list-style-type: none"> Robust self-management skills. Ability to use ICT. An awareness of assessment for learning and its contribution in raising standards of achievement. Excellent interpersonal communication skills and the ability to form strong relationships with pupils, staff, parents and the wider community. Adaptability and flexibility to embrace new developments to raise pupil attainment; 	
Any Additional Factors	<ul style="list-style-type: none"> Regular access to a car. Current driving licence. Motor insurance certificate with Business use. Can work as a member of a team. 	