



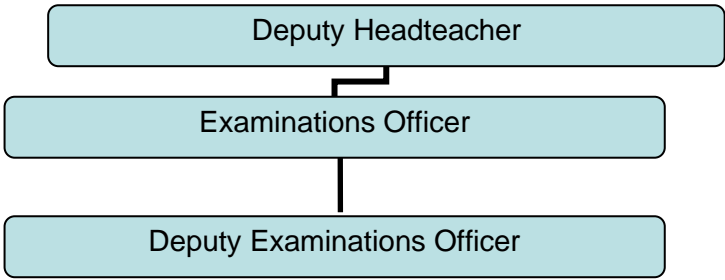
**Maiden Erlegh Trust
Job Description**

Role	Deputy Examinations Officer	School/Department	Maiden Erlegh School
Grade	Grade 5, SP 12 to 17	Reports to	Examinations Officer
Job Evaluation Code	MES020	Date of evaluation	April 2022

Purpose	<p>To support the Exams Officer to manage and administer all aspects of exam organisation, entries, and results at Maiden Erlegh School, including pre-public examinations (PPEs)</p> <p>To provide advice and guidance to teaching staff on examinations processes and procedures.</p> <p>To be available during the summer examination results days to support analysis of results</p> <p>To provide support to the data team if required.</p>
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Scope	Main contacts: Students, Staff, external agencies	Staff responsibilities: Not direct- but responsible for day-to-day management of invigilators	Financial accountability: None
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Main duties and responsibilities	<p>Main responsibilities</p> <ul style="list-style-type: none">• Provide support for all aspects of work related to examinations at Maiden Erlegh school and supporting Maiden Erlegh school in Reading as required• Liaise with subject leaders to support the planning and efficient management of exam system.• To contribute to the administration processes related to examination procedures, including the operation of the MIS exams software and the organisation and conduct within the exam room.• To support the coordination of Special Arrangements (Access Arrangements) via effective liaison with the faculty of personalised learning.• To liaise with external bodies e.g., exam bodies, JCQ, other educational institutions and conform to the latest regulations.• To support the management, recruitment, and training of invigilators, including records of dates worked for safeguarding checks and working with colleagues to make appropriate arrangements for readers and scribes.• Create invigilation plans for each set of examinations, allocate invigilators and supervise invigilators on exam days• To deputise for the Exams Officer where necessary• To be responsible for accurate data input and production in relation to examination reports, input/output of students' data, including the analysis and preparation of assessment information and other related reports.• Analysis of external and internal data and presentation in various formats.
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	<p>Other duties</p> <ul style="list-style-type: none"> • All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside the academy. • Treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people. • To continue personal professional development as required. • Attend staff and other meetings and participate in staff training and development events as required. • To actively engage in the performance review process. • All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post • To work in the best interests of the academy, students, parents, and staff. • To adhere to the academy's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety. • To work flexibly and to travel, as required, to meet the needs of the role. • To work at locations across the academy Trust, if required. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>Other requirements and responsibilities</p>	<p>Level of DBS required:</p> <p>Enhanced with Children's Barring List</p>
<p>Organisational Chart</p>	 <pre> graph TD A[Deputy Headteacher] --> B[Examinations Officer] B --> C[Deputy Examinations Officer] </pre>

**Maiden Erlegh Trust
Person Specification**

Role	Deputy Examinations Officer	School/Department	Maiden Erlegh School
Grade	Grade 5	Job Evaluation Code	MES020

Qualifications, training and education	<ul style="list-style-type: none"> At least grade C at GCSE Maths and English or equivalent qualification or demonstrable competency
Experience	<ul style="list-style-type: none"> Experience of working to regulatory frameworks or processes Experience of examination processes
Skills and abilities	<ul style="list-style-type: none"> Good IT skills and demonstrably good levels of literacy and numeracy Knowledge of SIMS and MS Office Experience of working to deadlines Deliver against the principles and practices of good data management The application of ICT packages for efficient and effective data management and administration Ability to work consistently, prioritise and delegate appropriately, to handle pressure and to work to deadlines Strong analytical, planning, and organisational skills Accuracy in inputting and preparing statistical information in various formats as directed Ability to communicate clearly and sensitively, both orally and in writing, with students, staff, and other partners Ability to learn, adapt and apply knowledge to different systems/software Work effectively as a member of a team Ability to interpret information and data Creative thinking skills and able to anticipate, identify and solve problems Demonstrate good judgment Able to follow direction and work in collaboration with line manager Reliability and integrity Respect confidentiality Able to work flexibly to meet deadlines and respond to unplanned situations A good record of attendance and punctuality Desire to enhance and develop skills and knowledge of self and others through CPD Commitment to the wellbeing and safety of all students
Requirements specific to the role	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure that students are safe in class and that any safeguarding concerns are immediately communicated to designated safeguarding leads and that a record is made via C-POMS</p>

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation, and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to

having the highest expectations of pupil/students and staff and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

Signed: _____

Date: _____

Post holder