# **Exams Officer: JOB DESCRIPTION**

# **LINE OF RESPONSIBILITY**

The Officer will be responsible to the Senior Deputy Headteacher and/or Headteacher.

# **JOB PURPOSE**

# The Examinations officer plays a pivotal role in the school in the administration, management and conducting of public examinations and key internal school assessments (e.g. Pre-public examinations). This role provides advice and guidance to teaching staff on examinations processes and procedures. The successful person must be available during the summer examination results days to support the administration and analysis of results.

# **DUTIES AND RESPONSIBILITIES**

* Creating and updating annually all the policies that are required from an exams perspective, both essential and good practice, to ensure the school is JCQ compliant.
* To ensure the department is always ready for inspection.
* Managing the examination entry process, including gathering information from teaching staff to ensure that students’ examination entries are made correctly and on time, making amendments/withdrawals etc.
* Monitor expenditure against the examinations budget mitigating, wherever possible, the incursion of late fees and notifying line manager and the business manager of any significant unplanned costs
* Managing the examination preparation process. This includes preparing examination timetables for students and staff; creating seating plans for each examination room; briefing candidates, staff, and parents; receiving, checking, and securely storing confidential examination materials; administering internal assessment etc
* Scheduling PPE timetables and undertaking all related tasks for all internal assessments that are held en masse.
* Managing the CATS process for Y7
* Managing examination days in accordance with awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergencies, irregularities, and malpractice, ending the examination, collecting the examination scripts and packing and dispatching examination scripts.
* Ensuring there is always a contingency plan with school leaders
* Managing examination results. This includes accessing results electronically/downloading results from awarding body secure sites and preparing for results to be disseminated to each student/candidate. Issuing examination certificates. Producing agreed reports for school us
* Dealing with requests and administering post-results services (including appeals)
* In delivering these functions, liaising effectively with a wide range of internal and external stakeholders, including students, parents, school leaders, Curriculum leaders, Heads of Years, teachers, reception staff, site staff, IT staff and awarding organisations.
* Developing expertise in awarding body and JCQ regulations, ensuring an up to date understanding of policy and process in relation to public examination entry, preparation, administration of results etc. Ensuring examination-related policy and practice is compliant and advising the Head of centre (Headteacher) and SLT on these matters.
* Managing invigilators. This includes training new invigilators and updating existing invigilators on rules and regulation changes on an annual basis. Ensuring appropriate invigilator cover for public examinations and agreed internal examinations.
* Supporting the process relating to special access arrangements (for example, supporting the SENCo in making applications, rooming, training invigilators, managing emergency access arrangements etc.) Joining the access arrangements assessment team (If QTS is held).

 **Other duties**

* 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 Trust.
* Treat all students with dignity, observe proper boundaries and understand that every adult in the school 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 school, commensurate with the salary grade of that post.
* To work in the best interests of the Trust, 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 Trust, if required.
* 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.

**WORK CONTEXT:**

The postholder will carry out most work in a classroom environment with some outdoor activities. Roles will require normal physical effort with a mixture of sitting, walking and standing as required by the activities. Postholder will support the teacher and other classroom support staff with behaviour management in accordance with school policies.

*Pioneer Secondary Academy is committed to safeguarding and promoting the welfare of children and young people.  The successful applicant will be required to undertake online safeguarding training and a*ll *positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS).* *Two references will be sought for every candidate that is called for an interview. Pioneer Secondary Academy is an Equal Opportunities Employer.*

Signed…………………………………… Signed ………………………....……

Post holder Headteacher

Dated ………………………………… Dated …………………………………....