**JOB DESCRIPTION**

**SAINT BENEDICT CATHOLIC VOLUNTARY ACADEMY**

**Job title**: Examinations Officer

**Responsible to:** Assistant Headteacher responsible for examinations

**Responsible for:** Exams/ Invigilators

**Assists with:** Data entry and analysis

**Salary Scale:** Band 5 SCP (19-24)

**Hours:** 37 hours per week over 43 weeks per year

**Key Contacts:** Internal – Staff (Heads of department/ Subject leads) and Students, External – Parents, exams boards, JQC and other relevant bodies.

**Purpose of the job**

* The examinations officer is expected to provide a comprehensive examination service for the Multi Academy Trust with overall responsibility for leading and managing the complete internal and external examinations process.
* To communicate with the Senior Leadership Team, Subject leaders, Teaching staff, parents, students and examination boards as appropriate and to manage casual staff i.e. invigilators to ensure that the processes run smoothly.
* To manage expenditure within the set annual budget.

**Main Duties and Responsibilities**

1. Ensure that the exam process has integrity, and the Joint Council for Qualifications regulations are applied consistently throughout.
2. Ensure that the conduct and running of all external examinations complies with the regulations set out by JCQ as well as MAT procedures and are in line with the JCQ instructions for conducting examinations booklet (ICE) and the JCQ adjustments for candidates with disabilities and learning difficulties booklet.
3. Ensure that the Risk Management Process for Controlled Assessments is updated on an annual basis and is available for inspection by JCQ
4. Liaise with school leadership staff to establish best working practices and policy covering the organisation of exams and mandatory reporting requirements.
5. Ensure appropriate Access Arrangements are provided for students who need them.

**Administrative Duties – Exams**

1. Provision for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken, and security arrangements are adhered to.
2. Effective liaison with staff, subject leads and students regarding examination entries and resits, including setting calendar deadlines for all stages in the process of entering and examining students and informing staff and students of details.
3. To check and confirm all examination entries with departments and candidates.
4. To liaise closely with the Assistant Hed responsible for Exams regarding the management of the examinations’ budget.
5. To be responsible for examination entries by Electronic Data Interchange (EDI) for external examinations, liaising with Subject Leads and/or any other members of staff to ensure the accuracy of entries and therefore minimising amendment costs.
6. Effectively use JCQ and awarding body online tools where required (e.g. the Centre Admin Portal (CAP), secure extranet sites).
7. Ensure familiarity with MIS
8. Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs of any changes to centre status.
9. ﻿﻿﻿To brief candidates on examination regulations and to produce written guidance for staff, students and parents/carers.
10. Support the Head of Centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
11. Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre.
12. ﻿﻿﻿To build and maintain the whole school examination timetable including venues and all related administrative tasks for the organisation of GCSE, A Level, Functional Skills, BTEC, university entrance exams and all year groups external examinations when required, and mock examinations, including liaising with subject leads regarding re-sits.
13. ﻿﻿﻿Arranging external exams for non-curriculum subjects, including community languages.
14. ﻿﻿﻿﻿To ensure that students are aware of their timetables through timely issue of individual timetables to students for all external exams.
15. ﻿﻿﻿﻿To be responsible for all administrative tasks relating to enquiries about results, including liaising with Heads of Department and Parents etc.
16. Manage the submission of coursework / Controlled assessments, exam entries required by awarding bodies and ensuring that correct student samples are dispatched.
17. ﻿﻿﻿﻿To liaise with all staff (including Heads of Departments/ Subject Leads) to ensure accurate administration of all examinations, including ensuring compliance with examination board rules and coursework requirements and deadlines are met and they understand the requirements of examination board and their rules (as per above).
18. Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements and reasonable adjustments for eligible candidates by the published deadlines.
19. Inform the JCQ Centre Inspection Service where it is intended that a timetabled examination for any candidate(s) will be conducted at an alternative site.
20. Submit any applications for transferred candidate arrangements in accordance with the awarding body requirements.
21. ﻿﻿﻿﻿To disseminate information about public examinations to staff, students and parents including issuing students with entry slips and timetables and examination booklets.
22. ﻿﻿﻿﻿To resolve examination timetabling clashes and rooming and make appropriate provision for students entitled to extra time as and when required.
23. Prepare exam rooms to JCQ standards.
24. Authorise invigilator timesheets vis iTrent
25. ﻿﻿﻿﻿To monitor and record the receipt of examination papers from examination bodies and to ensure all necessary stationery and materials relating to the examinations are available and checked prior to the examinations.
26. To make appropriate provision for students entitled to extra time both in terms of location and support materials e.g. laptops and enlarged papers.
27. ﻿﻿﻿﻿To manage the packing and dispatch of all exam papers on time.
28. ﻿﻿﻿﻿To be responsible for checking, collating and distributing results for A Level and GCSE on Exam results days.
29. ﻿﻿﻿﻿To check DFE and other exam statistics before publication.
30. ﻿﻿﻿﻿To be responsible for dissemination of results information to staff.
31. ﻿﻿﻿﻿To complete any administrative tasks required relating to re-sits, queries and appeals, following consultation with relevant staff, (Directors of Learning, Line Manager, Deputy Headteachers, Head teacher).
32. To work efficiently on administrative queries relating to remarks, access to scripts, 'missing' marks following results day, including assisting students in clarification of grades and making contact with relevant staff, exam boards and colleges as necessary.
33. ﻿﻿﻿﻿To ensure the schools database is kept up to date, including making amendments where re-marks result in grade changes.
34. ﻿﻿﻿﻿To be responsible for the collation and dispatch of all certificates.

**Safeguarding**

* To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the school is promoted and safeguarded and to report any child protection concerns to the Designated Safeguarding Lead, using safeguarding policies, procedures and practice.
* Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.
* ﻿﻿Be aware of and update colleagues as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, Child Protection Procedures, Health and Safety and Data Protection.

**Security**

1. ﻿﻿﻿To be responsible for the school's examination password for dealing with such issues as administration of 'special consideration' requests using the examination boards secure website.
2. ﻿﻿﻿To arrange secure storage of all examination papers prior to and following examinations.
3. ﻿﻿﻿To ensure the safe and secure despatch of examination materials to external examination boards, and moderators where appropriate.

**CPD plus recruitment, training and supervision of Exam Invigilators**

1. ﻿﻿﻿Keeping fully appraised of all changes to exam regulations and the requirements of the role, ensuring attendance at awarding body and other INSET as appropriate and ensuring that the Leadership team, Directors of Learning and students are informed of changes.
2. ﻿﻿﻿To liaise with the HR Department in the recruitment of external invigilators and ensure relevant employment checks are in place.
3. ﻿﻿﻿To develop the provision of appropriate training for examination invigilators covering new examination board requirements, procedures, processes and safeguarding.
4. ﻿﻿﻿To organise and run invigilator briefing sessions, including the MATs examination requirements and procedures.
5. ﻿﻿﻿To be responsible for arranging invigilator timetables and ensuring that there is sufficient cover for all examinations.
6. To manage the exams’ team, ensuring there is a process for succession planning.

**Finance**

1. ﻿﻿﻿To liaise closely with your Line manager regarding the management of the examinations budget.
2. ﻿﻿﻿To work with the Finance Department in checking and approving examination invoices.
3. ﻿﻿﻿To organise the collection of all monies related to re-sits and private entries and pass to the Finance Officer.
4. ﻿﻿﻿To chase outstanding payments and recover monies relating to examination re-sits and to deal with enquiries about results (e.g. remarking/requests for scripts
5. To chase and locate exam absentees.
6. To maintain a payment register.
7. To be responsible for checking and approving invigilator timesheets prior to salary payments.

 **Data Input and Analysis - responsible for all examination related data**

1. To arrange data input of external examinations, collate results, and to record, report and provide statistics as required.
2. ﻿﻿﻿To check and prepare examination statistical information for analysis by the Leadership team and Heads of Departments/ Subject leads.
3. ﻿﻿﻿To be responsible for checking and amending where necessary any reports.
4. ﻿﻿To collect and input as required various performance, summative and formative data into school data system including A' level results, GCSE, KS2 and KS3 data.
5. To develop knowledge and expertise in the management of the school's data systems and to provide timely information and data as required.

**General**

1. ﻿﻿﻿These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the MAT.
2. ﻿﻿﻿Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
3. ﻿﻿﻿To be committed to, and comply with, all MAT policies.
4. ﻿﻿﻿To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all MAT and Local Authority Policy and Practice relating to Health and Safety at Work.
5. ﻿﻿﻿To participate in Appraisal annually, in line with MAT policy.
6. ﻿﻿﻿To participate in continuing professional development opportunities as identified in Appraisal and ensuring ability to fulfil role effectively.
7. ﻿﻿﻿To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
8. ﻿﻿﻿To work effectively and successfully within the MAT.

**Other Requirements**

1. ﻿﻿﻿To have up-to-date Enhanced DBS clearance.
2. ﻿﻿﻿To undertake lunch, break and bus duty.

**PERSON SPECIFICATION – Exams Officer**

All criteria to be assessed through application and interview

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| Selection Criteria  | Essential (E) or Desirable (D) |
| **Qualifications, Training and CPD** |
| 5 GCSEs at grades 9 to 4 (A\*-C) or equivalent includingEnglish and Mathematics | E |
| A Levels and/or relevant Level 3 qualification, or equivalentwork experience | E |
| Degree (or equivalent) in relevant subject | D |
| **Experience** |
| Worked in an administration environment | E |
| Worked with confidential and/or sensitive materials | E |
| Managing time and workload to meet deadlines | E |
| Use of management information system (preferably Arbor) | D |
| Working with data sets | E |
| Working with awarding bodies and regulatory organisations | E |
| Complying with statutory regulations set by external bodies | E |
| Managing the administration of examinations | E |
| Experience of working and collaborating within a team. | E |
| **Knowledge, Skills and Attributes** |
| High standard of communication (verbal and written) | E |
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| Effective interpersonal skills | E |
| Competent with common IT systems, e.g. Microsoft Office, MIS, Microsoft Excel | E |
| Ability to analyse data, spot trends and to manipulate data to suit differing audience needs using differing software packages and/or Microsoft Excel | D |
| Ability to work flexibly and quickly under pressure | E |
| Ability to work across multiple projects and deadlines | E |
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| Ability to follow policies and procedures set by the trust, school and external agencies | E |
| Strong personal drive and willingness to get things done | E |
| Effective communication skills with adults and children | E |
| Supportive, patient and non-judgemental | E |
| **Personal Qualities** |
| Resilient, positive, and committed to our mission, ensuring every child, whatever their background, receives a high quality education | E |
| Meticulous organisation skills | E |
| Excellent attention to detail | E |
| Commitment to the safeguarding and welfare of all students | E |
| High Level of confidentiality and the highest levels of integrity and honesty | E |
| Ability to keep calm under pressure | E |
| Uphold and promote the ethos and values of the school and trust | E |
| A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity | E |
| **Other Requirements** |
| A good understanding of Data Protection | E |
| Willingness to attend training as appropriate | E |
| Committed to continue own professional | E |