

Job Title: Examinations Officer	Pay Scale: PPS8 (Claims Basis)
Normal Place of Work: The Priory Witham Academy	Line Manager: Federation Examinations Officer
Role Summary: To undertake the administration of Examination Entry and Registration procedures. Work closely with and assist the Federation Examinations Officer in any area of work to develop high quality service to Students and Teachers.	

DUTIES AND RESPONSIBILITIES

Key Responsibilities

- To have a sound understanding of examination entry and registration procedures so as to ensure the basic requirements of the Examinations Service are in place.
- To communicate with the technical and administrative staff in the examination boards to ensure deadlines are adhered to and appropriate arrangements are in place for the efficient delivery of the examinations service to students and staff within the Academy.
- To liaise with the Federation Examinations Officer in relation to any concerns or issues that arise affecting the relationship between the Exams Office and Students, Teachers, Parents and the Examination Boards or other interested agencies.
- To attend meetings with Academy Personnel and outside agencies when necessary.
- To be responsible for updating the Federation Examinations Officer regularly in relation to the Academy Examinations budget.
- To assist in the management of the team of Invigilators negotiating their hours and deployment in the Academy.
- To show sensitivity in negotiating with students and staff in the Academy about examination matters.
- To maintain a supply of examinations materials, liaising with relevant contractors.
- To ensure that all examination halls and rooms are orderly and well-presented, reflecting the ethos of the Academy.
- To sustain a concentrated focus on detailed information relating to examination planning.
- To take responsibility, under the supervision of the Federation Examinations Officer, for the administration of examinations and tests in the various examination halls and rooms in the Academy, and to explain procedures to students and invigilators.
- To produce appropriate seating plans for all examinations in the Academy.
- To possess and develop high level skills in literacy, numeracy and IT.
- To maintain an appropriate telephone manner.
- To hold a current driving license and have the use of a vehicle.
- Ensure that any incidents or telephone calls from parents/educational guardians or Academy staff affecting students in examinations are reported to the Federation Examinations Officer.
- Once established in post to take on additional roles and responsibilities commensurate to the role and salary

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Headteacher, SLT and all Trust staff	To develop team working
• Internal and external customers • Outside agencies	To continuously promote the Academy values

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 6 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Examinations Officer

		Essential	Desirable	How
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				assessed*
	EXPERIENCE			
1	Experience of working in a busy school environment	X		AF/IV/R
2	Experience of working to deadlines.	X		AF/IV/R
3	Experience of managing a team	X		AF/IV/R
	EDUCATION/TRAINING/QUALIFICATION			
4	GCSE Grade A*- C in Maths and English or equivalent	X		AF/CERT
5	IT Qualification (ECPL or Equivalent)	X		AF/CERT
6	Proficient in the use of email and the internet and excel	X		AF/CERT
	SPECIAL KNOWLEDGE			
7	Working Knowledge of SIMS		X	AF/IV/R
8	Knowledge of Microsoft packages	X		AF/IV/R
9	Knowledge of exam boards		X	AF/IV/R
	SKILLS – DISPOSITION			
10	Flexible approach to work	X		IV/R
11	High organisational skills	X		IV/R
12	Excellent communication skills	X		IV/R
13	High attention to detail and accuracy	X		IV/R
14	Excellent time management skills	X		IV/R
15	Commitment to equality, diversity and inclusion	X		IV/R
	WORKING ARRANGEMENTS AND PERSONAL AVAILABILITY			
16	To work results days in the August	X		IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

R = Skills assessed via References

I have read and accept the content of the job description.

Signed Line Manager :

Dated:

Signed Employee.....

Dated.....