

**SAPIENTIA EDUCATION TRUST**

**WYMONDHAM COLLEGE JOB DESCRIPTION**

**EXAMINATIONS OFFICER**

**PERMANENT**

**ANNUALISED HOURS CONTRACT OF 1436 HOURS TO BE WORKED OVER TERM-TIME PLUS  
3 WEEKS / 38 WEEKS**

<b>Line Manager:</b>	Vice Principal – Curriculum & Achievement
<b>Salary:</b>	Points 18 - 22 of the SET Support Staff Salary Scale <b>FTE</b> £29,269 - £31,364 per annum <b>Pro-rata</b> £24,943 - £27,208 per annum, including an allowance for holiday pay
<b>Residential Status:</b>	Non-Resident

**THE POST**

The Examinations Officer is responsible for the organisation and smooth running of both internal and external examinations. The officer acts as the primary liaison between the school and external examination bodies. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ) and will ensure that the school is compliant with these before, during, and after examination periods.

Wyndham College is member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six-month probationary period.

**PERSON SPECIFICATION**

The personal competencies expected of all College support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of an Examinations Officer are:

- Have excellent organisational skills and be flexible in managing and executing workloads.
- Have excellent communication skills in person and in writing to respond to staff, parents, students and visitors.
- Able to work in partnership with a wide range of teaching and support staff members to deliver the service to the College and its students.
- Be able to work with minimal supervision, analyse and problem-solve.
- Be able to maintain confidentiality and committed to providing the best possible service to the staff, governors, students and parents.
- Be able to conduct themselves in a confident, professional manner.

The qualifications and previous experience required for an Examinations Officer are:

- Have a sound track record of successful administrative experience;
- Be familiar with using IT, including the Microsoft Office package and databases.
- Have experience line managing staff.
- Proven success in an educational setting, including experience of the Examinations system, would be an advantage.

## **JOB SPECIFICATION**

### **General Responsibilities**

The Examinations Officer is responsible to the Principal through the Vice Principal: Curriculum & Achievement for the efficient operation of the College's assessment and reporting procedures and for the conduct of all public examinations in accordance with the regulations of the Examination Awarding Bodies.

The post-holder will be required to comply with the Wymondham College Code of Conduct for Staff and Volunteers.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the College's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Specific Responsibilities**

#### **Planning and organisation**

- Understand the regulations and requirements of all examinations held by the school, both internal and external

- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these
- Manage arrangements for the safe and secure receipt, checking and storing of examination papers and materials
- Contribute to development and review of examination-related school policies
- Work with the Exams Access Coordinator and SENDCo to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils
- Manage the entries for and administration of all public and other examinations sat by students at the College.
- Supervise the arrangements for the sitting of examinations, liaising with the Estates Team and other staff as required.
- Ensure special consideration are applied for, when required.
- Ensure that all public examinations are conducted according to the regulations published by the Examination Awarding Bodies from time to time.
- Work with the finance team to ensure all examination fees are paid, as necessary

### **Exam management**

- Liaise with Heads of Department, teachers, students and their parents/carers regarding examination matters.
- Provide information on examination matters as required.
- Ensure the collection of results of public examinations from the Examination Awarding Bodies and ensure their efficient communication to students.
- Be the line manager to the College's team of Examination Invigilators and the Exams and Access Coordinator and supervise the administrative staff provided to the Exams Office;
- Oversee baseline tests for students at the College
- Recruit, train and manage invigilators as required
- Ensure appropriate conduct during examination sessions, in line with requirements and regulations from awarding bodies and the JCQ
- Manage the logistics for examination sessions, including timetabling, room booking, resources and staffing
- Ensure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures
- Carry out necessary administrative tasks related to the organisation of examination sessions
- Manage the Exams and Access Coordinator to implement access arrangements and reasonable adjustments as required
- Manage arrangements for the safe and secure storage and dispatch of completed examination papers
- Manage any unexpected issues or emergencies that arise during an examination session
- Submit reports to examining bodies, as required

### **Results and data management**

- Make arrangements for sharing results with students (e.g. results day)

- Ensure results are received by the school in a secure and confidential way
- Be familiar with data analysis reports and tools, and be able to share results data with stakeholders as appropriate
- Arrange receipt and distribution of examination certificates to candidates
- Manage retention of results, including certificates, for the school's records

### Training and development

- Undertake training as appropriate for the role
- Be familiar with training on offer for other members of staff involved in examinations (e.g. invigilators), signposting these where appropriate

### HOURS OF WORK

Paid weeks	Term Time plus 3 weeks (normally 38 weeks)
Hours per week	This is an annualised hours post of 1436 hours per annum. There is requirement to be flexible regarding busy periods & there will be times of year when additional hours will need to be worked. It is suggested that an average of 37 hours per week will be worked.
Normal Working Pattern	This is an annualised hours post of 1436 hours per annum. There is requirement to be flexible regarding busy periods & there will be times of year when additional hours will need to be worked. It is suggested that an average of 37 hours per week will be worked.  A suggested working pattern would be: <ul style="list-style-type: none"> <li>• 8:30am to 4:30pm Monday to Thursday</li> <li>• 8:30am to 4:00pm Friday</li> </ul>
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	College CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.
Overtime	Additional work may be required during term time for which overtime is not paid, but time-in-lieu may be taken at agreed times.

### REMUNERATION

### Salary Details:

- Points 18 - 22 of the SET Support Staff Salary Scale
- **FTE** £29,269 - £31,364 per annum
- **Pro-rata** £24,943 - £27,208 per annum, including an allowance for holiday pay

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The annual salary will change each year depending on the days and weeks in the academic year.

As salaries payments are averaged out over the 12 months of the Academic Year, if an Individual begins employment with the Trust, or an Employee changes their contract, part way through the Academic Year a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year.

Annual holiday entitlement for full-time support staff is 34 days (including bank holidays), rising to 38 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

College staff enjoy a number of non-contractual benefits, including free refreshments.

The post-holder will be entitled to join Wymondham College's nominated pension scheme for support staff.

### **DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Wymondham College employees.

### **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

### **REVIEW**

The Job Description will be reviewed annually as part of Wymondham College's Performance Management programme.