**Job Description**

**Post Title: Examinations Officer**

**Location: George Spencer Academy**

**Salary/Pay Range: NJC15-22**

**Hours of work: *Full Time, Term Time + 3 weeks***

**Reporting to: Vice Principal - Achievement and Standards**

**Purpose of Role**

The Examinations Officer is responsible for the administration and organisation of all aspects of examinations and tests throughout the school.

**Nature and Scope**

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

**Main Duties and Responsibilities**

Specific responsibilities include:

* Liaising with all staff, eg Curriculum Leaders regarding entries and the cover supervisor regarding staffing issues.
* Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
* Submitting entries for external examinations to awarding bodies in advance of deadlines.
* Organising SEN provision, including liaising with the SEN co-ordinator regarding candidates with SEN; applying to awarding bodies for special arrangements for such candidates.
* Managing the daily running of external examinations. This will include ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.
* Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.
* Organising the examination rooms, in accordance with regulations.
* Managing room changes to ensure all examinations are catered for along with routine curriculum needs.
* Providing a centre timetable to include dates, times, venues and number of candidates.
* Resolving examination clashes in accordance with regulations.
* Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables.
* Collecting and despatching worked scripts in accordance with the regulations. Arranging invigilation, including briefing and training invigilators in school procedures.
* Being present and available in school on the days when results are notified, and overseeing the distribution of results to candidates.
* Overseeing the checking and distribution of certificates.
* Processing enquiries about results and requests for return of scripts.
* Ensuring that costs of re-takes etc are reimbursed by candidates/departments, as appropriate. Authorising invoices for examination fees from examination bodies.
* Encouraging a positive examination culture in the school to which all staff and students subscribe.
* Liaising with the National Assessment Agency and Examinations Officers Association as appropriate.
* Liaising with catering provider to ensure changes to lunchtime and breaktime routines are provided for.
* Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings, etc and keeping up to date with the latest procedures and regulations for external examinations.
* Making arrangements for internal examinations, including the production of the timetable, rooming and invigilation.
* Being responsible for the management and supervision of invigilators.
* The post holder will be expected to work flexibly and carry out all duties with regard to the School's policies and in compliance with the School's Equal Opportunities, Health and Safety and Code of Conduct procedures.
* To participate in a programme of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.
* You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
* To work directly with the SLT in the day to day operations of the School.
* To prepare, deliver reports and participate in meetings of the Governing Body and the SLT as required.
* The postholder may work to another job description at times when there are insufficient duties to undertake on examination administration.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
* Participate in the Trust Professional Performance Review process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and experience** | | |
| Ability to communicate clearly  Good general standard of education  Good verbal and written communication skills  Good attendance record  Willingness to undertake relevant training  Experience of working with young people  Experience of exam invigilation |            |  |
| **Knowledge and skills** | | |
| Effective use of IT packages including SIMS |  |  |
| Full working knowledge of relevant policies / codes of practice / legislation |  |  |
| Ability to organise, lead and motivate other staff |  |  |
| Ability to relate well to children and adults |  |  |
| Ability to plan, organise and prioritise |  |  |
| Excellent attention to detail |  |  |
| **Personal qualities** | | |
| Excellent interpersonal skills with the ability to maintain strict confidentiality  Initiative and ability to prioritise own work and that of others to meet deadlines  Efficient and meticulous in organisation  Able to follow direction and work in collaboration with the leadership team  Able to work flexibly, adopt a hands-on approach and respond to unplanned situations  Ability to evaluate own development needs and those of others and to address them  Commitment to the highest standards of child protection and safeguarding  Recognition of the importance of personal responsibility for health and safety  Commitment to the Trust’s ethos, aims and whole community. |                      |  |