

Job Title:	Examinations Officer
Responsible to:	Vice Principal
Terms and Conditions:	20 hours per week, term time plus 3 week

Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

Core Purpose

The Examinations Officer will be responsible for the effective and efficient delivery of the examination service, both internal and external.

It is important to:

- To manage their time effectively, working to deadlines.
- To develop good working relationships with staff and students.
- Keep up to date with new rules and guidance related to examinations.
- Communicate effectively with staff and students.

Key Areas of Responsibility

- Submission of all examination entries and related coursework marks.
- Day to day examination administration, including checking security and despatch of examination papers.
- Providing staff and pupils with relevant examination related information.
- Arranging examination invigilation.
- Arranging and adherence of examination timetables.
- Liaison with Examinations Boards.
- Dissemination of results as required.
- Apply access and special needs considerations where applicable.
- Ensuring compliance with all recommended examination related procedures.
- Responsibility for the examination budget.

We are part of...

WENSUM TRUST

Role Profile & Person Specification

- Any other duties pertaining to the delivery of the examination service.

Safeguarding

- Undergoing regular refresher training to ensure your safeguarding knowledge is as up to date as possible and in line with new guidance.
- Uphold statutory and school safeguarding measures at all times. Maintain a professionally curious attitude of 'it could happen here' in every aspect of the role.
- To support the development and monitoring of student awareness of safeguarding.

Health and Safety

- Be aware of the responsibility for your personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- Assisting with or undertaking risk assessments relevant to the post.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

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 role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown but, in consultation with you, may be changed by the CEO or Board of Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none">• Relational• Self-aware• Curious• Accepting• Empathetic• Reflective• Demonstrate enthusiasm and a positive outlook	

Role Profile & Person Specification

	<ul style="list-style-type: none"> • Demonstrate an ability to work efficiently and in an organised manner • Able to organise own workload in the context of varied tasks • Able to work calmly under pressure • Ability to critically evaluate own performance and make any necessary changes to be more effective • A flexible approach to duties, with a willingness to carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management • Able to use own initiative and work alone when necessary 	
Qualifications	<ul style="list-style-type: none"> • Maths and English at the equivalent of GCSE grade 2-9 (A*-C) 	<ul style="list-style-type: none"> • Current first aid training or a willingness to undergo first aid training
Experience	<ul style="list-style-type: none"> • Experience of administrative processes 	
Skills/Knowledge	<ul style="list-style-type: none"> • Effective use of ICT, including Word and Excel • Good keyboard skills • Ability to relate well to students and adults • The ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these • The ability to self-evaluate and actively seek learning opportunities • To show a personal commitment to safeguarding and promoting the welfare and rights of young people • To appreciate the importance of safeguarding • The ability to converse at ease with members of the public and provide advice and information in accurate spoken English. 	<ul style="list-style-type: none"> • An understanding of the emotion coaching techniques and behaviour for learning strategies • Demonstrate an awareness of child protection issues • Demonstrate willingness to take responsibility for continued personal development