

**JOB DESCRIPTION
EXAMINATIONS OFFICER**

Line Manager's job title:	Deputy Principal
Salary:	Points 18-22 of the Support Staff Scale FTE £29,269 to £31,364 per annum Pro rata £26,702 to £29,131 per annum including an allowance for holiday pay
Tenure:	Permanent
Contract type:	Term-time plus 3 weeks
Hours per week:	37

THE POST

The Examinations Officer is responsible for the organisation and smooth running of both internal and external examinations. The Examinations 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.

Attleborough Academy is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

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

PERSON SPECIFICATION

The professional competencies expected of all Academy 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 and carers, students and visitors;
- Able to work in partnership with a wide range of teaching and support staff members to deliver the service to the Academy 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, students and parents and carers;
- Be able to conduct themselves in a confident, professional manner.

The qualifications and 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 of line managing staff;
- Proven success in an educational setting including experience of the examinations system.

JOB SPECIFICATION

General Responsibilities

The Examinations Officer is responsible to the Deputy Principal for the efficient operation of the Academy's assessment and reporting procedures and for the conduct of all public examinations in accordance with the regulations of the Examination Awarding Bodies.

The postholder will be required to comply with the SET Code of Conduct for Staff and Volunteers.

The postholder 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 postholder shall participate in the Academy'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 Assistant and SENDCO to ensure appropriate access arrangements and reasonable adjustments for appropriate students;
- Manage the entries for and administration of all public and other examinations sat by students at the Academy;
- Supervise the arrangements for the sitting of examinations, liaising with the Site Team and other staff as required;
- Ensure special considerations 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 Officer to ensure all examination fees are paid as necessary.

Exam management

- Liaise with Heads of Subject, teachers, students and their parents or 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 Academy's team of Exam Invigilators and the Exams Assistant and supervise the administrative staff provided to the Exams Office;
- Oversee the baseline tests for students at the Academy;
- Recruit, train and manage Exam 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 students 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 Assistant 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. Exam Results Day);
- Ensure results are received by the Academy 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 Academy's records.

Training and development

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

HOURS OF WORK

Paid Weeks per year	Term Time plus three weeks
Hours per week	This is an annualised hours post of 1436 hours per annum. There is a requirement to be flexible regarding busy periods and 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 a requirement to be flexible regarding busy periods and 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 as follows: 08.30 to 16.30 (Monday to Thursday) 08.30 to 16.00 (Friday)
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	Academy 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

- Points 18-22 of the SET Support Staff Salary Scale
- FTE Salary: £29,269 to £31,364 per annum
- **Pro rata salary: £26,702 to £29,131 per annum**

New postholders will normally be recruited 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 post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at 20.30% and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the academic year. If you begin employment with the Trust during the academic year, or you have changes made to your contract, 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. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

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 Attleborough Academy employees.

PRE-EMPLOYMENT CHECKS

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

All staff must be prepared to undergo several vetting 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.