

Exams Officer

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description. The post is subject to enhanced DBS clearance.

Reporting to	Headteacher
Job purpose	This postholder will work closely with the senior leadership team to ensure the efficient and effective process of examination entry through to results management.
Specific Responsibilities	<ul style="list-style-type: none"> • Ensure compliance with Examination Boards' and School policies, procedures and timescales and be the first point of contact for key staff within school regards examinations. • Administer the examinations entry process, including ordering stationery, inputting data, checking data with teachers, assigning exam numbers to candidates, amending entries, distributing statements of entries/timetables to candidates, receipt and despatch of exam papers including supervising the secure storage of such papers, collection of coursework for forwarding to moderators etc, downloading results and the printing/distributing of certificates. • Follow GDPR guidance in all aspects of the role but especially when issuing results/ certificates to students etc • Liaise with school managers (SENCO/Inclusion Manager) regarding candidates with Special Educational Needs to ensure that candidates have the appropriate arrangements in place during their examinations. Apply to awarding bodies for special arrangements for such candidates. • Make arrangements for external candidates, as and when required. • Create external examination timetables and resolve clashes in accordance with regulations. • Make arrangements for all internal examinations • Providing a timetable, including dates, times, venues and number of candidates for school managers. • Produce exam timetables for students, liaising with key staff in school as necessary, including rooming, production of invigilator rota. • Ensure invigilators have advance notice of exam invigilation requirements, scribe requirements etc. • Train invigilators appropriately and are briefed according to National expectations and regulations etc • Work with the IT department to ensure that communication links are tested prior to crucial deadlines and that the exchange of data with exam board websites takes place on time.



- Carry out administration procedures relating to the 1 – 1 tuition programme ensuring records are accurate, complete and timely. Return statistical data to the Trust/ LA as and when required.
- Organise examination rooms in accordance with regulations, including seating plans to meet Exam board requirements and liaise with Site staff/ IT staff to ensure rooms are set out appropriately.
- Brief candidates appropriately on examination regulations and produce written guidelines for staff, students and parents, keeping students updated of exam board requirements and liaising with appropriate staff to keep the website updated for students and parents
- Process enquiries on results and requests for return of scripts etc. Administer the process for grade reviews, re-marking, return of scripts and complaints to exam boards, meeting deadlines.
- Input and retrieval of data from the school management information system (SIMS) for the purposes of ensuring the smooth administration of the exams process. This will include the maintenance of SIMS.net modules Exams Manager and Course Manager.
- Be present in school on the days when results are notified and oversee the distribution of results to candidates.
- Assist with the recruitment and retention of Exam Invigilators, including arranging and delivering training where necessary.
- Be responsible for the deployment of Exam Invigilators, including the allocation of tasks and the completion of timesheets for the Finance/Personnel Manager to action payment.
- Work with the Data and Exams Manager as well as Senior leaders to provide information regards setting and monitoring of the annual budget for examination fees, including providing information to support the income/expenditure process, e.g. resit fees, external candidates etc. Keep relevant staff updated of exam entry retake costs.
- Produce an analysis of examination results for school managers as soon as practicable and provide statistics on examination entries and results for the school managers, governors, Trust, Local Authority, Diocese, DfE etc.
- Work with school managers to develop a disaster plan for the examinations function. Carry out a risk assessment for the examination rooms and ensure that accurate attendance registers are kept. Ensure the safe evacuation of candidates and staff in the event of an emergency, keeping complaint with exam conditions wherever possible.
- Keep a secure record of all passwords for exam board websites, ensuring that school managers are aware of how to access this information, should the need arise, e.g. in the case of absence on crucial days/dates.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms



<p>Skills and Abilities</p>	<p>Skills and Abilities The postholder will be expected to demonstrate the following skills and abilities at all times during the discharge of their duties:</p> <ul style="list-style-type: none"> • Work on own initiative and to demonstrate the ability to solve unexpected or new problems in a methodical, efficient manner. • Learn new skills and expand current skill set and to be able to pass on knowledge and techniques to others. • Demonstrate good general interpersonal and communication skills. • Deal with conflicting demands and work flexibly.
<p>Responsibilities</p>	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc reporting all concerns to line manager. • Be aware of and support difference and ensure equal opportunities for all staff. • Contribute to the overall aims of the school. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as required. • Participate in training and other learning activities and performance development as required. • Recognise own strengths and areas of expertise and use these to advise and support others.



Person Specification

	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> 2 years minimum secondary school administration 	<ul style="list-style-type: none"> Previous experience of exams entry and admin in a secondary school
Education and Training	<ul style="list-style-type: none"> Advanced education to A level standard (GCSEs to include Maths and English) Relevant experience/qualification in ICT – MS Office packages including Excel at Advanced User level 	<ul style="list-style-type: none"> Degree qualification in relevant subject SIMS.net database
Knowledge	<ul style="list-style-type: none"> Understanding of effective exam management strategies/techniques 	<ul style="list-style-type: none"> Knowledge of exam process and statutory reporting requirements
Skills and Aptitude	<ul style="list-style-type: none"> Highly developed analytical skills Good organisational skills Teamwork Flexibility/adaptability Excellent communication skills Attention to Detail Good communication skills – written, verbal, presentation etc. 	





OUR LADY OF LOURDES

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Specific Requirements	<ul style="list-style-type: none">Confidentiality awareness	
Suitability to work with children	<ul style="list-style-type: none">Enhanced DBS	



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