

Job Description and Person Specification

Examinations Officer

JOB DESCRIPTION

JOB TITLE	Examinations Officer
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	The Burgess Hill Academy
RESPONSIBLE TO	Assistant Principal
RESPONSIBLE FOR	Exam Invigilators
MAIN PURPOSE OF THE JOB	<p>To be responsible for all internal and external examinations in the academy, liaising with staff, students, parents and examination boards, ensuring all regulations are followed by the examinations staff and all students.</p> <p>To manage the capture, storage and processing of data and the production of associated reports and analysis relating to student performance in support of the academy's aim to raise academic results</p>
MAIN TASKS / KEY RESPONSIBILITIES	
1	Ensure the exams series are operated smoothly, in order to minimise stress to the students and give them a conducive environment to complete their exams and ensure compliance with exams regulations, GDPR and KCSIE
	Undertake administration of procedures for all examinations (Yr7-11) including exam entries, timetables and results for all public and internal exams. Ensure deadlines are met for entry and amendments for all exam boards to prevent excessive exam charges.
	Complete and submit forms and returns
	Manage all exams including strategic planning of exam venues, re-organisation of classes where appropriate, planning and communicating clashes.
	Liaise with site staff re: exam room set up, specific requirements for each room and timings. Keeping changes and requirements to a minimum as this impacts the site team and revenue for the Academy from outside lettings.
	Take responsibility for the receipt, safekeeping and dispatching of all exam papers.
	Liaise with Subject Leaders to ensure exam component deadlines are adhered to – collation, collection and checking of coursework
	Produce an exam timeline for distribution to staff, students and parents.

	Compile and distribute exam related material to parents and students including exam guidance booklets, timelines, general information
	Ensure the Academy website remains up to date with exam information
	Produce reports to exam boards regarding malpractice and communicate decisions with parents.
	Arrange the collection of external exam results and certificates as necessary and organise the Presentation Evening
2	Ensure that exams within the Academy are compliant with changes in regulations and best practice.
	Attend relevant training courses, exam board meetings, West Sussex network meetings and foster working relationships with other local exams officers.
	Communicate with other agencies and professionals.
	Advise the Senior Leadership Team, and Subject Leaders on exam regulations/information /advice/guidance and ensure the school remains compliant with up to date regulations.
	Update the Exams policy regularly, including fire procedures and contingency plans.
3	Ensure that the exams series at the Academy is accessible to all students, liaising with relevant staff and accommodating adjustments as required
	Liaise with SENCO regarding access arrangement, seating arrangements and supervision of SEN students, including maintaining list of students.
	Liaise with Subject Leader regarding exam regulations, information, advice, guidance.
	Liaise with students regarding exam procedures and entries, providing individual timetables, making sure they are aware of rooms to be used and planning exam clashes.
4	Provide accurate data information to relevant parties in a timely manner and ensuring compliance will all relevant regulations.
	Use SIMs to produce data analysis for the Senior Leadership Team, Subject Leaders, Pastoral Leaders and class teachers.
	Analyse exam results/data/information and produce reports, as required.
	Analyse data entry provided by Subject Leaders and query data where necessary, to ensure that their requirements are met, and to ensure the correct entries and amendments are made.
	Liaise with exam boards with queries from the Senior Leadership Team and Subject Leaders as necessary to enable accurate advice and costings to be provided.
5	Manage the budget for examinations
	Plan and calculate projected exam expenditure to ensure a realistic budget is set for the year.
	Monitor and manage expenditure within an agreed budget, checking invoices to ensure the school has been charged correctly and challenging exam boards as necessary for refunds
	Ensure the Senior Leadership Team and Subject Leaders are aware of all costs for exams, ensuring deadlines are met to avoid excess charges.
6	Manage a team of Exam Invigilators on a day to day basis, ensuring their conduct is compliant with JCQ regulations.

	Ensure all invigilators have received the required training on JCQ regulations and safeguarding.
	Produce a timetable for Exam Invigilators ensuring required cover for all exams.
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
Date: 12.12.21	
Additional Information	
<ul style="list-style-type: none"> • This post is subject to an Enhanced Criminal Record Check • This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act. 	
<p>University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</p>	

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • Minimum of GCSE level Maths and English at Grades A* - C (or equivalent)
Experience	<ul style="list-style-type: none"> • Experience of working in an admin role in a school environment is essential • Proven SIMS experience (or similar school MIS) is essential • IT skills, including Microsoft Office (Word, Excel) are essential • Full working knowledge of relevant policies/ codes of practice and awareness of legislation would be an advantage.
Skills & Knowledge	<ul style="list-style-type: none"> • Strong Interpersonal, team and networking skills and the ability to form effective working relationships across the Academy. • Ability to work under pressure, dealing with conflicting demands and interruptions • Ability to demonstrate a high level of accuracy at all times • Strong problem solving skills with evidence of working analytically whilst under pressure to form practical solutions to complex problems. • A pro-active attitude to ensure that the examinations process is kept up to date and new strategies are implemented. • Ability to work as part of a team as well as unsupervised • Ability to manage staff effectively, handling difficult conversations when required.