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 **JOB DESCRIPTION**

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| **Job title** | Examinations Officer  |
| **Post Number** | J114 |
| **Grade** | NJC 5 |
| **Hours** | 22.5 hours per week (worked over 3 days), term time only plus INSET days plus two additional weeks to be worked during the busy exams period and school holidays. |
| **Accountable to:** | Assistant Headteacher |
| **Accountable for:** | Invigilators |
| **Job purpose** | To support theHeadteacher in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times. To be responsible for the organisation and smooth running of both internal and external examinations and to manage the systems and procedures for producing data, reports and analysis for student attainment and progress.To promote the core values of The Limes College of Belong, Relationships, Move On and Achieve. |
| **Key internal contacts:** | * Senior Leadership Team
* Teachers
* Curriculum Leaders
* Support staff
* Administrative team
* Transition Coach
* Careers and Destinations Officer
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| **Key external contacts:** | * Examination boards
* Parents/Carers
* Sutton Schools
* Out of borough schools
* Further Education Colleges
* Multi-agency workers
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| **Special consideration**: | * Hold a current Enhanced DBS check
* Hold a current driving license and use of own transport
* Willing to work beyond conventional hours at peak times (eg Exams, Ofsted)
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| **Specific duties**This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. Examinations 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.
* Manage registration of candidates for all examinations.
* Work with the finance team to ensure all examination fees are paid, as necessary.
* To be aware of the appeals and special consideration processes and support staff and students in this where appropriate.

To ensure quality assurance for vocational qualifications the exams officer will:* Facilitate the Internal Verification process.
* Meet deadlines for registering learners with the awarding body and make timely withdrawals or transfer of learners.
* Administer access arrangements and make application for special consideration using the JCQ Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations.
* On behalf of assessors, the exam officer will submits candidates’ assessment marks; send, track, dispatch and store coursework assignments and any other material required by the appropriate awarding bodies correctly and on schedule.
* Claim full or unit certification when EV/EQA report has been successfully finalised.
* Ensure that secure records of all internal verification and coursework assignments are kept on site for a minimum of three years.

Examinations and results management* Recruit, train and manage 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 for all internal and external examinations including KS1 and KS2.
* Ensure pupils are aware of their personal exam timetables, managing and resolving clashes in accordance with guidance and safeguarding procedures.
* Support the SENCO to implement access arrangements and reasonable adjustments as required and manage the storage of all assessment data.
* 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.
* Ensure results are received by the school 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.
* Manage and administer the receipt, distribution and retention of examination certificates according to the regulations
* Manage retention of results, including certificates, for the school’s records.

Data Management* To maintain individual databases of pupil information and provide/extract statistical information for the SLT.
* Collect individual pupil assessment and other appropriate information and maintain the school’s data management system.
* Producing data, reports and analysis for attainment and progress, behaviour and attendance in accordance KPI.
* Produce reports using assessment data to assist the Leadership Team and teaching staff to track student progress.
* Manage the reporting cycle templates for data collection and analysis of data in addition to creating templates for each reporting session.
* Ensure all key data is submitted for KS2 Sats working alongside Primary Lead.

Communication* Attend and contribute to daily briefings, team meetings, training and wider organisational meetings.
* Participate in meetings to report on performance, progress and development of the service.
* Have an effective working relationship with relevant key partner agencies.
* Attend such meetings as deemed appropriate by the Assistant Head and to be responsible for sharing evidence-based information with other agencies.
* Participate in regular supervision and appraisal as required by line manager.
* Identify own learning needs and to attend training in order to develop professional knowledge and skills as directed by line manager through supervision.
* Communicate with parents/carers, according to current policy, on the progress made by linked students.
* Liaise and network with other professionals, parents and carers both informally and formally.

Trust* Promote the Trust’s core themes of working with vulnerable young people and helping them to flourish.
* Promote the safeguarding and welfare of children and young people.
* Comply with the Trust’s policies and procedures (eg equal opportunities and health and safety).
* Ensure high standards of behaviour and dress are maintained.
* Attend Trust/academy briefings, meetings and events as required by the Executive Principal or Head Teacher.

Additional DutiesYou may be required to carry out additional duties, as the Executive Principal may reasonably request, which are commensurate with the post. |

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| **Review**This job description will be reviewed regularly and may be subject to amendment and modification, following consultation with the post-holder. It is not a comprehensive statement of procedures and tasks; however, it sets out the main expectations of the Trust in relation to the post-holder’s professional responsibilities and duties.I confirm that I understand and agree the duties of this job description.Signature: Print name:Date:---------------------------------------------------------------------------------------------------------------------Manager’s signature:Print name:Date: |

**PERSONAL SPECIFICATION**

Please find below a list of points that you will need to respond to in your supporting statement. This should detail your experience and knowledge on each point. The information you provide in your statement will be assessed against the relevant items on the Person Specification points below.

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|  |  | **Essential** | **Desirable** |
| **Qualifications and Experience** | Minimum of level 2 in English and Maths (e.g. equivalent to GCSE Grade A\*-C). | 🗸 |  |
| Experience of managing exams in an educational context. | 🗸 |  |
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| **Skills and Abilities** | Ability to monitor and analyse information and present it in an appropriate format for other users. | 🗸 |  |
| Ability to manage and maintain the integrity and confidentiality of the exams system.  | 🗸 |  |
| Ability to develop and maintain good relationships with children, caregivers, school staff and other agencies. | 🗸 |  |
| Excellent standard of numeracy and literacy skills with a high degree of accuracy. | 🗸 |  |
| Ability to work under pressure and meet tight deadlines. | 🗸 |  |
| Ability to follow set procedures, operate systems efficiently and compose and produce routine correspondence accurately and confidentially. | 🗸 |  |
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| **Knowledge** | To have a strong working knowledge of IT e.g. Word, Outlook, Excel and PowerPoint. | 🗸 |  |
| Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations. | 🗸 |  |
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| **Special conditions** | Willing to undertake an Enhanced DBS check. | 🗸 |  |
| Willing to work beyond conventional hours (e.g. Exams, Ofsted). | 🗸 |  |
| Hold a current driving license and use of own transport to carry out business on behalf of the school. | 🗸 |  |