**JOB DESCRIPTION**

**Job Title:** **Exams Officer**

**Salary Grade:** **Grade 5 12 - 23**

**Hours/Weeks** **37 hours per week term time plus one week**

**Hours by arrangement with Management to meet the needs of the Trust.**

**Location:** **The Westwood Academy and any school sites associated with the Trust**

**Line Manager:** **Data Manager**

**Tenure: Permanent**

**Core Purpose:**

The examinations officer is responsible for the smooth running of both internal and external examinations. The Officer acts as the primary liaison between the school and external examination bodies and the Joint Council for Qualifications (JCQ), and will ensure that the school is compliant with these before, during, and after examination periods.

**Duties and 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
* Manage registration of candidates for all examinations
* Work with the finance team to ensure all examination fees are paid as necessary
* To provide support to the main administrative function of the school: individual duties as required

**Exam 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 with guidance and procedures
* Ensure pupils 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
* Support the SENCO 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. results day)
* Ensure results are received by the school in a secure and confidential way
* Be familiar with data analysis reports 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 school’s records

**Training and development**

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

**OTHER:**

* Maintaining knowledge and skills in appropriate technology and undertake any training as necessary
* Safeguarding and promoting the welfare of children of whom you come into contact with
* Contribute to whole school events as and when required
* Any other duties or tasks that the Headteacher requires

**Responsibility for people (other than employees supervised/managed)**

The post has considerable impact on the well-being of individuals or groups both directly and through its contribution to the development of policies which have a direct impact on pupils.

**Responsibility for staff:**

The post has some responsibility through advising, guiding, directing and co-ordinating the actions of other staff.

**Responsibility for budget:**

The post has no direct responsibility for financial resources

**Responsibility for physical resources:**

The post has some responsibility for physical resources in terms of record keeping and the maintenance of data in line with GDPR and Data Protection Act

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust’s Equal Opportunities Policy and Code of Conduct.

This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The Trust reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

**Child Protection and Safeguarding:**

* Kenilworth Multi Academy Trust recognises the responsibility it has under Section 175 of the Education Act 2002, to have arrangements in place to safeguard and promote the welfare of children.
* As a member of staff, you have a professional duty to operate within this policy and practice to adhere to the Trust’s safeguarding arrangements.

**Data Protection:**

* To be aware of the Trust’s responsibilities under the Data Protection Act and General Data Protection Regulations for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with these as relevant to this role.

**Confidentiality:**

* You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee access to and use of the Trust’s databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as alleged bad practice or mismanagement.

Signed …………………………………………………..Date…..…..……………………..

(Post-holder)

Signed……………………………………………………Date……………..……………….

(Line Manager)



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|     **Personal Qualities,** **Qualifications and Experience**     |  |
| Essential  | Desirable  | Interview Process  |
| **Qualifications and Experience**  |
| 1  | Right to work in the UK  | ü  |   | ü  |
| 2  | Work in a school/college or administration environment of examinations  | ü  |   | ü  |
| 3  | Managing the administration of examinations |  | ü  | ü  |
| 4  | Work with confidential and/or sensitive materials | ü  |   | ü  |
| 5  | GCSEs maths and English Language at A\*-C  | ü  |   | ü  |
| 6 | Managing other members of staff, such as invigilators |  | ü  |  |
| 7 | Managing time and workload to meet deadlines | ü  |  |  |
| 8 | Using a management information system (MIS) |  | ü  |  |
| 9 | Working with data sets |  | ü  |  |
| 10 | Working with awarding bodies and regulatory organisations E.G JCQ |  | ü  |  |
| 11 | Complying with statutory regulations set by external bodies Administration of computer systems | ü  |  |  |
| 12 | Of office procedures and practices, including use of office equipment, such as telephone, photocopiers and computers | ü  |  |  |
| 14 | Of reasons for Disclosure and Barring Service checks for supply staff |  | ü  |  |
| **Skills and Knowledge**  |
| 1  | High standard of communication (verbal and written) | ü  |   | ü  |
| 2  | Polite and effective interpersonal skills  | ü  |   | ü  |
| 3  | Competent with common IT systems, e.g. Microsoft Office, MIS  | ü  |   | ü  |
| 4  | Data analysis | ü  |   | ü  |
| 5  | Time management and planning | ü  |   | ü  |
| 6  | Ability to work flexibly and quickly under pressure | ü  |   | ü  |
| 7  | Ability to work across multiple projects and deadlines  | ü  |   | ü  |
| 8  | Ability to follow procedures set by the school and external agencies | ü  |   | ü  |
| 9  | To manage, monitor and review budgets ensuring best value principles are followed where possible | ü  |   | ü  |
| 10  | Ability to prioritise own workload with minimal supervision & be self-motivating | ü  |   |   |
| 11  | Ability to liaise with colleagues, suppliers and visitors to the school effectively with a high level of interpersonal skills  | ü  |   | ü  |
| 12 | To be ICT literate, preferably in Bromcom |  | ü  | ü  |
| 13 | To learn new working practices as required for this post | ü  |  |  |
| 14 | To form effective working relationships with staff at all levels | ü  |  |  |
| 15 | Handle several different tasks at one time, to cope with interruptions and cope under pressure | ü  |  |  |
| 16 | Ability to work to defined guideline and procedures | ü  |  |  |
| 17 | To maintain accurate records | ü  |  |  |
| 18 | To undertake future training and professional development | ü  |  | ü  |
| 19 | To communicate effectively with students and parents | ü  |  |  |
| 20 | To prepare and type correspondence, reports and spreadsheets | ü  |  |  |
| 21 | Excellent interpersonal skills; to be able to communicate and convey information effectively in person and in writing | ü  |  | ü  |
| 22 | Ability to be effective in the face of difficult situations and pressures | ü  |  |  |
| 23 | Ability to handle people at a variety of levels with politeness, sensitivity, tact and the need to respect confidentiality | ü  |  | ü  |
| **Skills and Abilities**  |
| 1  | Ability to relate well to young people and a genuine interest in delivering positive outcomes for them  | ü  |   | ü  |
| 2  | Excellent communication and presentation skills both verbal and in writing  | ü  |   | ü  |
| 3  | Commitment to team and strong team player  | ü  |   | ü  |
| 4  | Excellent organisational skills and ability to work with a high degree of accuracy, with meticulous attention to detail  | ü  |   | ü  |
| 5  | Works productively in a high-pressure environment. Managing conflicting priorities  | ü  |   | ü  |
| 6  | Follows procedures and policies  | ü  |   | ü  |
| **Personal Qualities**  |
| 1  | Maintains confidentiality and discretion  | ü  |   | ü  |
| 2  | Adapts to the team and helps to build team spirit  | ü  |   | ü  |
| 3  | Maintains a positive outlook at work  | ü  |   | ü  |
| 4  | Has a flexible and enthusiastic approach  | ü  |   | ü  |
| 5  | Focuses on pupils needs   | ü  |   | ü  |
| 6  | Achieves high standards for quality and quantity  | ü  |   | ü  |
| 7  | Motivated to continually improve standards and achieve excellence above norms  | ü  |   | ü  |
| 8  | A willingness to undertake continuing professional development  |  ü  |  | ü  |
| 9  | Commitment to the safeguarding and welfare of all pupils  | ü  |   | ü  |
| 10  | This post is subject to an enhanced Disclosure and Barred Service check  | ü  |   |   |