



Job Description

KEY INFORMATION	
Post title:	Exams Officer
Grade:	6
Responsible to:	Office Manager/designated member of SLT
Responsible for:	During exam periods the Exams Officer will be responsible for a team of invigilators who are employed on a casual basis

OVERALL PURPOSE OF JOB
To ensure the smooth and efficient organisation and administration of all aspects of the school's external and internal examinations

MAIN DUTIES AND RESPONSIBILITIES	
1	Be responsible for all aspects of the administration and organisation of the school's examinations, both internal and external
2	Support the Head of Centre to ensure that the school is compliant with the JCQ regulations and awarding body requirements and that all examinations are run in accordance with the regulations
3	Compile exam entries for each individual pupil for the correct papers at the correct level/s
4	Be the main point of contact for liaison with exam boards, ensuring communication with the boards is timely and professional
5	Liaise with the SENCO regarding access arrangements and processing special consideration requests, ensuring the exam boards are aware of any special requirements for pupils
6	Confirm entries to pupils, parents and staff, including liaison with SLT, teaching staff and the SENCO to ensure complete accuracy
7	Register entries with the examination boards within designated time frames
8	Provide accurate examination timetables to include dates, times, venues and number of candidates for all external and internal examinations
9	Organise rooming, furniture, seating and seating plans, secure storage and correct distribution of papers
10	Ensure the correct number of invigilators are present at each examination and the rooms used for exams are appropriately laid out prior to the start of each examination



11	Ensure invigilators are appropriately briefed and trained on examination regulations
12	Ensure the correct despatch of papers in line with exam board requirements
13	Deal with pupil absences from exams, exam appeals etc., including billing as appropriate
14	Download results and issue them
15	Provide support in school on results day
16	General administration tasks and provision of support in the school office outside of exam periods

GENERAL RESPONSIBILITIES

1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	GCSE English and maths at grade C/Level 4 or above, or equivalent
2	<i>Further qualifications, e.g. A Levels, degree (desirable)</i>
Experience	
1	Significant administrative experience, gained either in a school environment or elsewhere
2	Experience of working in a setting with strict regulations and the requirements to adhere to these at all times
3	<i>Experience of assisting with and/or organising and running educational examinations (desirable)</i>
4	<i>Experience of line management or supervision of staff (desirable)</i>
Skills/Knowledge/Abilities	
1	Ability to use a range of computer systems and software packages, including standard packages (e.g. Microsoft, Google suite) and specific systems for examinations
2	An understanding of data protection and working knowledge of the GDPR, including the ability to respect confidentiality at all times
3	Ability to input, understand and present data in a range of formats and to a range of audiences
4	Ability to supervise, train and induct staff
5	<i>Understanding of SEN and child protection issues (desirable)</i>
Personal Attributes	
1	Able to work well under pressure and manage competing deadlines
2	Excellent communication skills , both written and verbal
3	Able to work with a range of stakeholders, including staff, parents/carers, pupils, and external examination boards
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour



**EXCEL
LEARNING
TRUST**

3

Satisfactory Enhanced DBS check