



**Location:** Hall Park Academy, Mansfield Road, Eastwood, Nottingham, NG16 3EA

**Salary:** Redhill Academy Trust Pay Scale, Band 9, Scale Points 41 - 45

**Hours of work:** 37 hours per week, term time + 2 weeks

**Responsible to:** Deputy Headteacher: Curriculum and Achievement

**Post objective:** To provide effective administration of exams and MIS administrative for the school.

#### Main Duties and Responsibilities:

##### **Exams Officer**

- Oversee all arrangements for all Exam entries, Mock Exams and other internal Exams
- Organise the collection of registration and exam fees
- Co-ordinate the preparation and submission of entries to examining bodies
- Ensure all examination papers and stationery are delivered safely to the school, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately
- Co-ordinate the team of invigilators, with the support of the Lead Invigilators, including recruitment, training, management and deployment of invigilation staff
- Make appropriate timetabling and room arrangements for the above and ensuring proper examination invigilation of the examinations is put in place
- Ensure that all examinations start and finish appropriately in line with examination board regulations including the conduct of any on-line examinations
- Ensure that pupils are given all the necessary relevant information about examination entries, the dates and times of the examinations, conduct during examinations and the collection of results and certificates and that this information is given in good time
- Ensure that all necessary stationery and materials and other requirements are provided for examinations
- Deal with issues relating to appeals, remarking and other administrative issues such as pupils who miss examinations through illness or who require special consideration
- Deal with enquiries from parents and students, including former students. Receive examination results and certificates and making arrangements for their issue
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies
- Alongside the SENCO organise appropriate arrangements for the support of candidates with special examination requirements (e.g. dyslexia, disabled)

## MIS Administration

Working, as required, to ensure that the day-to-day MIS tasks are done in response to the school population:

- Staff changes (in conjunction with the Operations Manager)
- Class population and tutor group changes
- Add and transfer CTFs from other schools in conjunction with the administrator responsible for admissions
- Manage and amend Pupil Premium information to SIMS
- General student data report requests and housekeeping as required by the leadership team
- Update student contact information in conjunction with the administrator responsible for admissions
- Be first contact for the Data Analyst to help support resolution of issues in relation to their work relating to the areas below **for which they are responsible:**
  1. Census reports and uploads to DFE
  2. MIS end of year routines in conjunction with MIS statutory guidance
  3. Create new academic year in SIMS. Holiday dates etc
  4. Add new curriculum classes or promote existing ones and create pastoral structures

## General

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Academy
- Demonstrate behaviour that is professional, ethical and responsible
- Appreciate and support the role of other professionals
- Communicate effectively with colleagues, students, parents
- Attend and participate in relevant meetings as appropriate
- Participate in training and other learning activities and performance development as required

**This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.**