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**OLD BUCKENHAM HIGH SCHOOL JOB DESCRIPTION**

**EXAMS OFFICER**

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| **Line Managers job title:** | Headteacher |
| **Salary:** | Points 18 to 22 of the Support Staff Scale  **FTE £30,559 - £32,654** per annum  **Pro rata £17,410 - £18,937** per annum, including an allowance for holiday pay |
| **Tenure:** | Permanent |
| **Contract type:** | Term-time plus 2 weeks |
| **Hours per week:** | 24 hours per week (flexible) |

**THE POST**

Old Buckenham High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary school

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as an Exams Officer.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

The professional competencies expected of an Exams Officer are:

* The ability to communicate clearly and tactfully using appropriate methods and

an awareness of the impact of your own communication on others

* Able to maintain positive relationships with all and able to work as an effective and

flexible part of a team; willing to change methods of work and routines to benefit

the team

* Be able to multi-task and work under pressure
* Be flexible and resilient in managing and executing their daily responsibilities
* Able to demonstrate strong planning and organisational skills
* Willingness to accept responsibility for your own actions
* The ability to prioritise effectively, meet deadlines and accept challenges

The qualifications and experience required of an Exams Officer are:

* A minimum of a grade C / 4 in English and Maths GCSE.
* Relevant experience in an educational or administrative setting
* Familiarity with management information systems and data analysis
* Ability to work under pressure and meet deadlines

**JOB SPECIFICATION**

**General Responsibilities**

The Exams Officeris responsible for:

* Managing the effective and efficient administration of external and internal examinations and tests throughout the school
* To support theHead of Centre 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 act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments
* To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met
* To support the HOC by working proactively to avoid malpractice among students and staff and prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place

**Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

**Before examinations**

Planning

* Maintain and develop systems to manage and coordinate all aspects of the exams administration process
* Research and understand qualifications and how they are assessed
* Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/The Exams Office etc.)
* Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
* Effectively use JCQ and awarding body online tools where required (e.g the Centre Admin Portal (CAP), secure extranet sites)
* Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
* Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met
* Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders
* Brief candidates/staff/parents/carers on examination regulations and requirements
* Actively co-operate with the JCQ Centre Inspection Service, an awarding body, or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
* Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and inform of any changes to centre status
* Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations
* Support the Head of Centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected
* Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre
* Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in submitting and implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)

Entries

* Observe the awarding bodies’ published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations/assessments
* Register or enter candidates for an examination or assessment in accordance with the awarding bodies’ published procedures and published deadline for that qualification
* Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
* Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
* Submit any applications for transferred candidate arrangements in accordance with the awarding body requirements
* Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies to deliver accurate results to the centre
* Be accountable for and manage the Exams budget

Pre-exams

* Recruit, train, update and manage a team of invigilators
* Manage the arrangements for the timetabling, rooming, seating, resourcing, and invigilation of examinations in accordance with the regulations
* Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) in accordance with the regulations
* Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations
* Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place
* Confirm relevant internal staff complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
* Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
* Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking

**During examinations**

Exam time

* Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
* Ensure all exam accommodation is prepared in accordance with the requirements
* Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations
* Effectively deploy a team of fully trained invigilators to exam rooms according to the requirements
* Manage unexpected issues/irregularities which may affect the conduct of examinations
* Support the Head of Centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies
* Manage emergency access arrangements for eligible candidates as the need may arise during exam time
* Maintain the confidentiality and security of candidates’ responses and dispatch scripts according to the requirements
* Submit to the published timescales, relevant follow-up reporting to awarding bodies in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria

**After examinations**

Results and Post-Results

* Ensure candidates and relevant internal staff are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services
* Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
* Effectively use internal and external IT systems to access and manage awarding body results information
* Download reports for analysis by the Data Manager
* Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines
* Manage and administer the receipt, distribution, and retention of examination certificates according to the regulations

**Other**

* Undertake training, update or review sessions as required
* Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Head of Centre/SLT responsible for examinations
* To undertake clerical and administrative support to the Educational Visits Co-ordinator.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust’s programme of Performance Management and Continuing Professional Development.

**HOURS OF WORK**

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| Paid Weeks per year | Term Time plus 2 weeks |
| Hours per week | 24 hours per week (flexible) |
| Normal working Pattern | Hours are flexible as there are 10 weeks during the year where there will be a requirement to work 42 hours per week; flexibly across 5 days according to exam needs. |
| Unpaid Breaks | 30 minutes lunch break where the working day exceeds 6 hours |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. |
| Annual leave entitlement | Annual holiday entitlement for full-time support staff will reduce to 33 days (including bank holidays), rising to 37 days after 5 years’ service.  Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week. |
| CPD Days | CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet. |

**REMUNERATION**

* Points **18 to 22** of the Support Staff Salary Scale
* FTE Salary: £30,559 - £32,654 per annum
* **Pro rata salary: £17,410 - £18,937 per annum**

The post-holder will be auto enrolled to join the Trust’s nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately **insert rate** (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

**MID-YEAR ADJUSMENTS – TERM TIME/TERM TIME PLUS**

Salary payments are averaged out over the 12 months of the Academic Year. If you

begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that

employees are only paid for work they will do over the remaining months of the Academic

Year. This is worked out based on working days of the term time calendar not an equal

division of full months to be worked.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

**PRE-EMPLOYMENT CHECKS**

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.