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| Post Title | Exams Officer |
| School / Organisation | Avanti Fields School |
| Location | Leicester |
| Grade | Grade 6, £26,640 - £28,465 per annum pro rata. Approximate FTE £18,685 - £19,965 (0.70140 FTE) |
| Hours | Full-time |
| Contract Type | Permanent |
| | Term Time only |
| Reports to | Senior Leadership Team |
| Preferred Start Date | As soon as possible |

MAIN PURPOSES OF THE JOB

- Liaising with the Senior Leadership Team, Key Curriculum Leaders and other relevant staff regarding examination entries, coursework, and assessment procedures and protocols, and ensuring the smooth running of the examination cycle at all key stages for both internal and external exams.
- Creating exams schedules for internal and external exams.
- Downloading all relevant base data (exam boards) into Arbor or Exams Management system.
- Liaising with the Senior Leadership Team (Data & timetabling to discuss deadlines and other exam related issues).
- Ensuring that all required information, including that for external candidates, is obtained and submitted accurately within set deadlines in relation to examination entries, changes, withdrawals, remark requests, and assessment data. Keep up to date with all JCQ rules and regulations and deadlines.
- Dealing with post results enquiries, processing and communicating this to various school leads and parents/carers.
- All aspects of the conduct of both public and internals examinations as per examination board requirements and school policies and procedures.

RESPONSIBILITIES OF THE JOB

Key Responsibilities:

- Provide SLT with exam schedules and update the school website and other systems.
- The processing and issuing of examination results in line with examination board requirements and school policies and procedures.
- The line management of all examination invigilators including their induction, training, timesheets, rotas etc.
- Liaising with the SENDCo to organise access arrangements for all students who have special education needs for exams and make applications to the JCQ for these arrangements.
- Assist with preparation of the Post 16 annual census return.
- To keep up to date records and procedures for JCQ onsite inspection.
- To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- To organise public and internal examinations including individual timetables for students, hall/room and invigilation requirements.
- Organise CATs, GL assessments and reading tests for all new students.
- To coordinate invigilation for school and public examinations as required.
- To ensure that examination papers and documentation are securely stored as per examination board requirements.



- To liaise with examination boards and relevant staff in relation to internal assessments, examination timetable clashes and special requirements for SEN students.
- To liaise with and follow up with Key Leaders and relevant staff to ensure coursework, examination entries and other requests/changes are submitted within set deadlines.
- To set up exam venues as per examination board requirements.
- To coordinate the posting of coursework and examination papers.
- To coordinate exam certificates and arrange for them to reach students either in person or by posting.
- To maintain and update information held on school database systems relating to assessment and examinations.
- To provide instructions and/or assist teachers in relation to examination entries, internal assessments, and assessment data requirements.
- To set up and maintain archive files and historical data relating to assessment and examination results.
- To input examination entries and results into school database systems as required.
- To coordinate the collection, entry and extraction of data required to ensure statutory returns, which are relevant to the area, are completed accurately and within deadlines.
- To liaise with other schools in order to follow up on missing data.
- To provide training for staff relating to assessment and examination processes and protocols, and create instruction manuals to be used by staff.
- To be available on results days in order to process and issue examination results to staff and students as per examination board requirements and school policies and procedures.
- To ensure that data protection regulations are complied with and maintained.
- To design user-friendly reports to meet the needs of the school in relation to assessments and examinations.
- To establish, in liaison with your Line Manager, contingency plans in case of emergencies including power cuts, adverse weather conditions, transport strikes etc.
- To contribute to the evaluation and development of assessment and examinations within the school and make recommendations to the Senior Leadership Team.
- To report technical faults relating to the school database systems and equipment to the ICT Manager following school reporting procedures, and to track the progress of resolutions.
- To liaise with Finance on the payment of examination fees according to the school's charging policy.
- To liaise with Site Staff to ensure that halls and rooms are available, and desks and chairs are set out as required.
- To liaise with the Business Manager regarding exam fees and budget targets.
- To be flexible in busy periods during exam time especially between April to the beginning of July.
- To prepare and liaise with SLT regarding results day and enrolment.

People Management

- To line manage the Invigilators and ensure they carry out their essential daily duties during exams.
- To establish and maintain good relationships with all staff, students, visitors, contractors and examination boards.
- To identify training needs of examination invigilators and organise appropriate development opportunities in liaison with your Line Manager.
- To maintain attendance and training records for examination invigilators.
- To manage and coordinate the recruitment of examination invigilators as required.

Data

- Support the management users and permissions within ARBOR and other key Trust systems.
- Preparation of data for statutory returns e.g. Census.
- Follow Trust target setting policy to apply Targets to KS4 students and upload and maintain student targets and assessment data in FFT Aspire, Arbor and MS TEAMS, sharing with the Trust as required.
- Maintain progress check system and reporting system in Assessment Manager.
- Maintain assessment mark sheets for all staff.
- To support the school in continuing to develop and maintain effective and efficient systems of work by attending data meetings organised by the Trust to keep abreast of current issues and developments.
- Update Course Manager with new teaching personnel to allow access to mark sheets.
- To work closely with the Trust to maintain and adapt data collection systems and processes.
- To collate, monitor and analyse data as required and provide comprehensive information and reporting assistance on a timely basis to SLT, the Trust and other internal customers.
- To be responsible for the development and production of student reports.



- To work closely with SLT in the production of regular reports for key stakeholders relating to the progress and attainment of all year groups and identified groups.
- To ensure that all data and information is processed in accordance with Data Protection principles.
- To respond to and provide advice on Freedom of Information and Data Protection requests in line with relevant legislation.

Administrative / Financial

- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including examination entries, returns and reports.
- To take minutes/notes in meetings and circulate necessary information.
- To collate information and statistics and prepare reports as required by the Business Support Manager, SLT & Principal.
- To maintain manual and computerised records and filing systems.
- To deal with correspondence promptly and as required.

General

- To attend parents' evenings and open days/evenings as required.
- To attend relevant meetings and training sessions.
- To keep abreast of developments and changes in fields relevant to the role such as the examination, changes in syllabi and entry requirements, and communicate to staff.
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Business Support Manager and Principal shall from time to time reasonably require.

General Requirements

- Adaptable, imaginative, creative and flexible in approach to the work.
- Self-motivating and the ability to identify your own training needs and a willingness to attend relevant training courses or other training.
- Prepared to attend meetings outside of office hours.
- Promote and safeguard the welfare of young and vulnerable people that you come into contact with.
- To maintain high standards of confidentiality.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures with may be noted in the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the schools Equalities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).

GDPR

- To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.

PERSON SPECIFICATION

| Criteria | | Requirement | |
|----------|---|------------------|------------------|
| | | <i>Essential</i> | <i>Desirable</i> |
| 1. | Good general standard of education with qualifications to at least 'A' level standard or equivalent | X | |
| 2. | Degree level of qualification | | X |
| 3. | Experience of working in an office and data-driven environment | X | |
| 4. | Experience of compliance with the requirements of regulatory bodies | X | |
| 5. | Experience of examination administration or organisation | X | |
| 6. | Experience of working in a school environment | | X |
| 7. | Experience of working with young people | | X |



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| 8. | Knowledge of examinations regulations or procedures | X | |
| 9. | Knowledge or understanding of school procedures | | X |
| 10. | ICT Skills (Intermediate Word, Excel, Microsoft Outlook, PowerPoint) | X | |
| 11. | Excellent analytical and numerical ability | X | |
| 12. | Excellent written and oral communication skills | X | |
| 13. | Good communication and interpersonal skills – working with staff, students and parents/carers | X | |
| 14. | High level of personal organisation, and the ability to work without close supervision | X | |
| 15. | Calm, confident attitude | X | |
| 16. | Knowledge and experience of school MIS Arbor and data | | X |
| 17. | Promote and safeguard the welfare of children and young people | X | |

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2022/09/AST-Child-Protection-and-Safeguarding-Policy-July-2022.pdf>