



Exams officer
Grade: BTC Band 06.

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

Core Purpose

To provide a full student exams support service to the academy

To play a pivotal role in the academy in the administration, management and conducting of examinations.

To provide an efficient and effective service to ensure compliance with current legislation and academy requirements.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. This job description is not a definitive list of tasks of the role.

- Being aware of examination changes each academic year
- Managing invigilators. This includes training new invigilators and updating existing invigilators on rules and regulation changes on an annual basis
- Updating examination-related policies
- Managing the entry of any NEA elements of relevant courses
- Liaising with the Quality Nominee (or equivalent) and the heads of departments in relation to NEA elements of relevant courses
- Managing the examination entry process, including gathering information from teaching staff to ensure that students' examination entries are made correctly and on time, making amendments/withdrawals etc.
- Managing the examination preparation process. This includes preparing examination timetables for students and staff; creating seating plans for each examination room; briefing candidates, staff and parents; receiving, checking and securely storing confidential examination materials; administering internal assessment etc.
- Supporting the process relating to access arrangements (for example; supporting the SENCo/teaching staff in making applications, rooming, training invigilators, managing emergency access arrangements etc.)
- Managing the safe receiving of examination papers prior to the examination window
- Managing examination days in accordance with awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergencies, irregularities and malpractice, ending the examination, collecting the examination scripts and packing and dispatching examination scripts
- Contingency planning

Bridgwater and Taunton College Trust

- Managing examination results. This includes accessing results electronically/downloading results from awarding body secure sites and preparing for results to be disseminated to each student/candidate
- Dealing with requests and administering post-results services
- Issuing examination certificates
- Managing the PPE (pre public exams) process for relevant years. This includes, as mentioned in more detail above for statutory examinations:
 - Managing invigilators
 - Managing the entry process
 - Managing the examination preparation process
 - Supporting access arrangements
 - Managing the examination days
- Liaising with a range of internal and external stakeholders, including students, parents, heads of subject, teachers, reception staff, site staff, ICT staff and awarding bodies
- To be the primary contact between the school and the examining bodies

Other Duties

- To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- To be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time you may be required to carry out other duties commensurate with the role.

Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	<p>Must have at least 5 GCSE's at Grade C/Grade 4 (or equivalent) or above, to include English and maths.</p> <p>Experience or working under pressure and</p>	<p>Experience of compliance with the requirements of regulatory bodies.</p> <p>Experience of managing a team.</p>

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	where accuracy is of paramount importance.	
Knowledge/Skills	<p>Experience of working in an office and data-driven environment.</p> <p>ICT Skills (Intermediate Word, Excel, Microsoft Outlook, Powerpoint).</p> <p>Good communication and interpersonal skills – working with staff, students.</p> <p>Ability to adapt quickly to different situations.</p> <p>The ability to research, interpret exam regulations and fully understand guidance and act in accordance with it.</p>	<p>Demonstrate a good understanding of the examination process.</p> <p>Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation.</p> <p>Working knowledge of Arbor (MIS system).</p>