

Exams Officer

Job Description and Person Specification

ISR Point 19-22

Purpose	<p>Working with the Executive Lead and Senior Leaders, to ensure the effective, efficient administration and conduct of internal and public examinations:</p> <ul style="list-style-type: none"> • To contribute to the effective and efficient administration of internal and public examinations. • To contribute to the smooth running and coordination of exams across all Trust sites. • To liaise with teachers, students, parents and examination boards in respect of examination requirements, entries, results and communications, ensuring the school adheres to all awarding body regulation. • To work closely with other teams to ensure that exams are delivered in a smooth, secure and equitable fashion.
Reporting to	Executive Lead / Senior Leaders
Hours	<p>37 hours per week / 52 weeks per year</p> <p>Working pattern flexible at peak times – must be available to work during the week of GCSE results day every year.</p>

Specific Areas of Responsibility

- To work as a key member of the team co-ordinating the entries, seating and delivery of exams, including the secure transportation of exam papers and completed scripts.
- Ensure the submission of examination registrations, entries, forecast grades and coursework marks for external exams to the Awarding Bodies for all public exams
- Ensure sufficient invigilators booked for each exam session.
- Act as the link for invigilators and the GFM with the Exams Assistant
- Formulate bi-annual training sessions with the invigilators in line with JCQ regulations. Remedy any exam clashes and make appropriate provisions for students within JCQ guidelines
- Receive, check, sort and secure external examination papers as they arrive and be responsible for examination stationery in line with JCQ regulations.
- Check, pack and arrange the despatch of all external examination papers by relevant authorised means
- Assume responsibility for the daily running of public examinations including organising all requirements of practical exams
- Communicate and coordinate with estates and facilities staff about practical arrangements that need to be made for furniture set up in exam venues with the Exams Assistant.
- To produce guidelines for staff and students, including exam session conduct guidelines to all students and staff
- To collate and distribute statements of entry and exam timetables to students

- Assist with the Post Results Services functions; Arranging re-marks, reports and enquiries about exam results with the examination board; managing access to script requests and ensuring information on all these services is available to staff and students
- To manage the distribution of exam certificates
- Line management responsibility for Exams Assistant

The above-mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.

All staff will

- Act as a positive role model
- Play a full part in the life of the school community, support its vision, ethos and policies and encouraging staff and students to follow this example
- Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
- Be positive, dynamic and challenging in all aspects of work
- Foster the GFM's inclusive ethos nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- Participate in school initiatives where every person is expected to contribute to learners progress
- Participate in the GFM's professional learning programme and take responsibility for their own learning and development
- Develop the skills and talents of other members of the community
- Ensure their own well-being and that of others by establishing an appropriate balance between life and work
- Contribute to the GFM's procedures for a self-evaluation process
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- Develop social cohesion and positive links with the whole of our local community
- Adhere to the GFM community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management
- Undertake any other duties as requested in accordance within the scope and responsibilities of the role that may reasonable be required by the GFM.

Mobility Clause

As an employee of the GFM you may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Exams Officer Person Specification (e - essential / d – desirable)	
Grade C GCSE or equivalent in English and Mathematics	E
Significant experience in a similar role	E
Knowledge of JCQ regulations and Awarding body processes	E
SIMS experience	E
Proficient in use of Excel, Word and other office products	D
High level of ICT literacy and keyboard skills	E
Excellent customer service skills	E
Excellent time management and organisation skills	E
Excellent written English and effective communication skills	E
Strong interpersonal skills	E
Ability to deal tactfully and confidently with people at all levels	E
Experience of undertaking a wide range of clerical, administrative and general duties	E
High level of accuracy and attention to detail	E
Able to work to deadlines	E
Ability to learn fast on the job	E
Attributes	
Reliable, respectful, responsible & conscientious approach	E
High level of initiative & ability to work independently or as part of a team with a range of staff	E
Integrity and confidentiality to be maintained at all times	E
Able to remain good humoured, calm and composed under pressure and work to deadlines	E
Establish and maintain appropriate relationships	E
Able to work effectively in a team and contribute to its success	E

GFM Education is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

GFM Education pursues a policy of equality of opportunity. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.