

Job Description

Job Title: Exams Officer

Location: Jane Austen College

Job title	Exams Officer
Salary Scale	Scale F
Hours of Work	Full time - 37 hours per week
Weeks Worked	Term time + 3 weeks (41 weeks)
Responsible to	Assistant Principal
Location	Jane Austen College

Main purpose of the role

- To ensure efficient and effective arrangements for internal and external examinations that take place at the Academy.
- To meet the requirements of examination boards/Joint Council for Qualifications (JCQ) and the needs of the candidates.

Organisational relationships

- Responsible to the Senior Leadership Teams, Trust Data Team, ICT staff and all other internal contacts as necessary.
- Key external contacts include examinations boards and the JCQ.
- Direct Liaison with the Exams Manager

Principal accountabilities and responsibilities

Overall	<ul style="list-style-type: none"> • To ensure accurate electronic completion of student examination entries and amendments, meeting deadlines set by examination boards, following liaison with teaching staff. Issue all candidates with their statements of entry and all other exam information, obtaining their written consent where necessary for post results services or other purposes. • To receive and thoroughly check all exam papers and materials, notifying exam boards of any shortfalls immediately, and arranging for their secure storage prior to controlling distribution on the day of the examinations. • To provide timetables for staff, students, and invigilators, resolving any clashes arising from the timetabling of examinations in a timely manner. • To take responsibility for the special consideration process, including making electronic applications to examination boards as appropriate. • To make arrangements for all students, including those with access arrangements, with regards to rooming, invigilators, scribes and equipment. • Line management of the invigilators, ensuring there are sufficient invigilators for each exam, that they are DBS checked, fairly selected and are sufficiently trained to perform their role effectively.
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	<ul style="list-style-type: none"> • Oversee exams, checking at regular intervals with invigilators & lead invigilators and dealing with any problems or questions as they arise. Collect completed papers, packaging and labelling them and sending them to the relevant exam board as soon as possible, whilst maintaining exam material security at all times. • To ensure timely submission of coursework grades/marks to examination boards to meet the required timetables. • To take receipt of all coursework from teaching staff, collate and submit to moderators. • Providing support and advice to students and teachers on receipt of results, making any necessary enquiries and post results services applications on their behalf as requested. • To receive, check and manage the distribution of examination certificates. • To act as lead in liaison with Awarding Body Inspectors. • Effectively resolve exam timetable clashes • Manage overnight supervision arrangements (where required) in accordance with the regulations. • Oversee and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools. • Support Head of Centre in managing 'Conflicts of Interest' by informing the awarding bodies to timescale and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected. • Support the Head of Centre in investigating and reporting of cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies. • Ensure candidates and relevant internal and external stakeholders are aware of policies processes, key dates and deadlines in relation to the issue and administration of appeals. • To undertake any other duties of an administrative nature and any other duties that are within the scope of the post as determined by the Principal and Executive Leadership Team.
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Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos

of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to 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 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good basic level of education preferably including GCSE (or equivalent) in Maths and English. • NVQ Level 3 in a relevant discipline or equivalent experience • ICT Literate 	
Experience	<ul style="list-style-type: none"> • Sound experience of development, management and operation of organisational and administrative procedures. • Experience and up to date knowledge of examination board regulations and routines • Experience of problem solving. 	Experience of managing exams processes effectively within a school or education environment.

Skills, Knowledge	<ul style="list-style-type: none"> • Full working knowledge of examination board regulations and procedures • Able to work on own initiative with minimal supervision • Able to build good working relationships with teaching staff and students and build and retain the confidence of the academy. • Knowledge of the Executive Leadership Team • Good analytical and IT skills • Ability to work well under pressure and react and make decisions quickly in response to events • Ability to work constructively and flexibly as a part of a team • Can meet deadlines by effective planning and time management. • Good communication skills, both written and spoken, with a range of internal and external stakeholders. 	
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Signature

Date

Name