

## **JOB DESCRIPTION**

**Job title:** Exams Officer

**Reporting to:** Headteacher's PA / Office Manager

**Hours:** 37.5 hours a week, term time only + 3 weeks (42 weeks a year).

*There is the expectation that extra hours may need to be worked during the main exam period and so some flexibility will be required.*

**Salary:** Col4 + M3 (£31,846 to £33,613) Pro-rated to £29,502 to £31,139



### **Main purpose**

To administer, and organise, all aspects of external and internal exams, ensuring they are conducted in accordance with the regulations laid down by examining bodies. All processes must be within Joint Council for Qualifications (JCQ) regulations. This role will also support the 11+ admissions tests.

### **Qualities**

An organised, practical, and pro-active team player who has the ability to work with all members of the school community. To be flexible and positive towards changes in day-to-day working arrangements and priorities which are liable to change at short notice.

It is the expectation that all members of staff will:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, finance, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required

### **Main duties and responsibilities**

- Responsibility for the administration and organisation of both public and internal examinations for the school and for the management and maintenance of associated school data (excluding 11+ admissions tests)
- Supporting the 11+ admissions desks i.e. preparation of desk plans, arranging exam invigilators
- Liaise with HoDs in finalising student entries, ensuring timely return of disseminated paperwork

- Responsible for the submission of examination registrations, entries, forecast grades and coursework marks for external exams to the Awarding Bodies for all public exams
- Arrange rooming, timetabling, deployment and management of invigilators, and dissemination of information to staff, students and parents
- Remedy any exam clashes and make appropriate provisions for students
- Receive, check, sort and secure external examination papers as they arrive and be responsible for examination stationery
- Check, pack, and arrange the dispatch of all external examination papers by relevant authorised means
- Ensure exams are conducted to the standards required by the JCQ
- Be responsible for the daily running of public examinations including seating plans, candidate numbers, and organising all requirements of any practical exams
- Inform the relevant staff about arrangements that need to be made for furniture set up in the main hall, the gyms, and/or other examination rooms
- Brief students on examination systems, procedures, and conduct
- To produce guidelines for staff and students, including exam session conduct guidelines to all students and staff
- Collate and distribute statements of entry to students, and exam timetable
- Collaborate with the SEND team in making appropriate access arrangements for students with special educational needs; ensuring provision for students with access arrangements and special consideration requests are implemented
- Monitor exam attendance and take appropriate action in liaison with pastoral leaders and the senior leadership team
- Arrange reviews, reports, and enquiries about exam results with the examination board; to manage access to script requests, and to ensure information on all these services is available to staff and students
- Provide relevant statistics on examination entry and examination results to the Senior Leadership Team (especially on the day of restricted release of results) and to other colleagues as required
- Ensure there is a full complement of trained exam invigilators, and to manage the work of other staff who are deployed during the exam season
- Provide training and materials so that all relevant staff are aware of up to date JCQ guidance
- Manage the downloading of exam results onto the school MIS
- Ensure release of exam results, and deal with queries and requests for reviews
- Manage the distribution of exam certificates
- Analyse and provide exam data as required

## Person Specification

Attribute	Essential	Desirable
Education and training	<ul style="list-style-type: none"> <li>◦ 5 GCSEs including English and Maths, grade C or above (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>◦ Degree in relevant field</li> </ul>
Experience	<ul style="list-style-type: none"> <li>◦ Handling and manipulating large amounts of complex data</li> <li>◦ Undertaking administrative tasks within an office environment</li> <li>◦ Excellent working knowledge of Office 365 or equivalent systems</li> <li>◦ Experience of producing, analysing and presenting data</li> </ul>	<ul style="list-style-type: none"> <li>◦ Previous work in secondary education setting</li> <li>◦ Use of a school MIS</li> </ul>
Other skills and qualities	<ul style="list-style-type: none"> <li>◦ Excellent organisational skills</li> <li>◦ Able to work efficiently under pressure, in a busy environment</li> <li>◦ Meticulous attention to detail and a high degree of accuracy</li> <li>◦ Flexibility and adaptability</li> <li>◦ Proactive</li> <li>◦ Ability to work effectively alone and in a team</li> <li>◦ Ability to communicate effectively with people at all levels</li> <li>◦ Self-motivated with ability to prioritise own workload</li> </ul>	<ul style="list-style-type: none"> <li>◦ Ability to analyse data and produce relevant, user friendly reports</li> </ul>