

# Job Description

For more general information about working at GWA please refer to the Candidate Information Leaflet and the Information for Applicants issued with this job description.

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| **Job Title** | Exams Officer  *32.5 hours per week 40 weeks per year, to include 38 school weeks + exam results weeks in the summer*  8.30am to 3.30pm  *Some flexible working may be possible to balance busier and less busy times in this role* |
| **Accountable To** | Vice Principal (Curriculum) |
| **Job Purpose** | The Exams Officer ensures the efficient and accurate organisation and administration of all aspects of the school’s external and internal examinations processes, including the management, deployment, and training of exam invigilators. |
| **Salary** | *NJC scale 16-19 £14.66 - £15.43 per hour (£28,282 - £29,776 FTE)* |
| **Start Date** | As soon as possible |

*This job description details the responsibilities of the post, but does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the Academy.*

*Great Western Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. All posts within the trust are therefore subject to an enhanced DBS and barred list check.*

Exams Officer duties

Under the guidance of the Vice Principal to oversee all aspects of the administration of internal and external examinations. This would include, but not be limited to:

* Ensuring we are compliant with all regulations required of an examination centre as detailed by JCQ, including keeping all policies and procedures up to date.
* Liaising with exam boards, including to register courses and to seek approval for running courses.
* Ensuring that all key dates for administration of examinations are met, including those for entries, for coursework/controlled assessment submission, and for receipt and despatch of exam papers.
* Working with the Head of Centre (Principal), Vice Principal and Heads of Faculty to ensure they are kept aware of their responsibilities and meet internal deadlines required for efficient administration of examinations.
* Liaising with faculties and disseminating information regarding quality assurance, external verification and centre reviews.
* With the Vice Principal, overseeing the efficient and compliant running of external examination sessions, including organising exam timetables, producing seating plans, and implementing access arrangements.
* Secure and safe handling and storage of all examination papers before and after the completion of exams.
* Arranging for the safe delivery of completed exam papers for marking in accordance with exam board guidance.
* Ensuring the safe receipt and storage of electronic examination results received from national examination boards.
* Receiving examination results and certificates and making arrangements for their issue.
* Overseeing the appropriate dissemination of examination results to students, the appropriate staff within the Academy, and relevant external agencies in line with guidance.
* Purchasing of all materials required to support the examination and ensuring that all materials are in place and ready to use on the day of the examination.
* With the Vice Principal organising the recruitment, training and management of exam invigilators.
* Working with the Vice Principal, Head of Sixth Form and others ensuring the smooth running of all internal and mock examinations.

*Person Specification follows below.*

# Person Specification

Exams Officer

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|  | **Essential** | **Desirable** | **Assessment** |
| **Qualifications** | | | |
| Good qualifications at GCSE (or higher) including C/4 in English and Maths | **ü** |  | **Application** |
| Higher level qualifications e.g. A-levels, degree |  | **ü** | **Application** |
| Other relevant qualifications e.g. ECDL, CLAIT, RSA etc |  | **ü** | **Application** |
| **Experience** | | | |
| Experience of working in a similar role |  | **ü** | **Application** |
| Experience of working in a secondary school or education setting |  | **ü** | **Application** |
| **Knowledge and Understanding** | | | |
| Good ICT skills, particularly using ICT to support efficient administration | **ü** |  | **Application/ Interview** |
| Knowledge of Microsoft Office and Teams | **ü** |  | **Interview** |
| Sound knowledge and understanding of all aspects of Safeguarding | **ü** |  | **Interview /**  **Reference** |
| Understanding of external examinations processes |  | **ü** | **Application / Interview** |
| **Personal Qualities** | | | |
| Ability to build and maintain quality relationships through effective communication, professional integrity and strong teamwork | **ü** |  | **Interview** |
| Able to inspire trust and confidence across the whole school community | **ü** |  | **Interview /**  **Reference** |
| Strong written and oral communication skills | **ü** |  | **Interview /**  **Reference** |
| Able to work quickly and accurately when time is short | **ü** |  | **Interview** |
| Possess strong personal presence and able to act as a successful ambassador for the Academy | **ü** |  | **Interview /**  **Reference** |
| Demonstrate enthusiasm and a capacity for sustained hard work with energy, vigour and resilience | **ü** |  | **Interview /**  **Reference** |
| High levels of integrity, compassion and trust | **ü** |  | **Interview /**  **Reference** |