

Job Description

Job Title: Exams Officer - Key Stage 5

Location: Sir Isaac Newton Sixth Form and Jane Austen College Sixth Form

Closing: 12pm on Thursday 2nd December 2021

Job title	Exams Officer - Key Stage 5
Salary Scale	Salary Scale F
Hours of Work	Full Time (37 hours per week)
Weeks Worked	Term Time + 2 weeks (40 weeks)
Responsible to	Vice Principal
Location	Sir Isaac Newton Sixth Form and Jane Austen College Sixth Form

ORGANISATIONAL RELATIONSHIPS

- Responsible to the Vice Principal (Sir Isaac Newton), Head of Sixth Form (Jane Austen College) and Senior Leadership Teams, Trust Data Team, ICT staff and all other internal contacts as necessary. Key external contacts include examinations boards and the Department for Education.

MAIN PURPOSE OF ROLE

- To ensure efficient and effective arrangements for internal and external examinations that take place at both sixth forms to meet the requirements of examination boards and the needs of the candidates. Support the data manager in the input, output and analysis of data.
- Note that this post covers sixth form exams management and data support across both sixth forms and requires split site working.

PRINCIPLE ACCOUNTABILITIES OR ACTIVITIES

- 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, obtaining their written consent to sit the examinations offered to them.
- 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 in the timetabling of examinations. To ensure examination rooms are booked and adequately equipped and that candidates are aware of the room that they must be present at.
- To take responsibility for access requirements / special consideration process, including receiving and filing medical certificates and letters and making electronic applications to examination boards as appropriate.

- To make arrangements for all students, including those with access arrangements, with regards to rooming, invigilators and equipment.
- To line manage the sixth form 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. Oversee exams, checking at regular intervals with invigilators that all is well 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, keeping secure at all times.
- To distribute grade forms and coursework mark sheets to Directors of Faculty, manage their return and submit 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 on their behalf and lodging appeals as requested.
- To receive, check and manage the distribution of examination certificates. To act as lead in liaison with Awarding Body Inspectors. 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.
- Support the Data Manager in the input and output of data using management systems and analytics software.

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 Strategic 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 Principal
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 Academy 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 Academy's Equality & 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 Academy 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 & Barring Service) to be undertaken. It is essential you 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 "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
Qualifications		
Good basic level of education preferably including GCSE (or equivalent) in Maths and English	✓	
NVQ Level 2 or 3 in a relevant discipline of equivalent experience	✓	
ICT Literate	✓	
Experience	✓	
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 managing exams processes effectively within a school or education environment.		✓
Experience of problem solving.	✓	
Professional Skills and Attributes		
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.	✓	

Signature

Date

Name