

JOB DESCRIPTION



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

Location:	King Edward VI Camp Hill School for Boys
Position:	Exams Officer
Accountable to:	Deputy Head
Direct reports:	
Hours of work:	36.5 hours per week, 8:30am-4:30pm Monday-Thursday and 8:30am-3:30pm Friday (30mins lunch) Term Time Only + 5 days
Length:	Fixed Term until 18 th July 2025
Salary:	SCP20 £31,586 FTE, £28,432.91 pro rata

Purpose of the role

The King Edward VI Academy Trust Birmingham (“the Academy Trust”) was established in 2017 and is made up of the twelve academies - six selective academies and six non-selective academies. Our overarching mission is “to make Birmingham the best place to be educated in the UK”.

To be responsible for managing the effective and efficient management and administration of internal and external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies 1) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity and security of the assessment process.

To complete the Exams Officer Professional Standards on annual basis by ensuring a thorough knowledge and understanding of JCQ and awarding body regulations and processes, developing/acquiring the key skills needed to perform the role effectively, and signing, and agreeing to comply with, the Exams Officer Professional Standards Values and Attributes statement.

To ensure examinations are conducted in accordance with the regulations.

Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place.

Principle responsibilities and duties

To take responsibility for administration of entrance examination

This will require the post holder to:

- Manage all arrangements for the entrance examination including liaising with the Admissions Office at the Academy Trust
- Lead in recruiting, training and organising the invigilation teams for entrance examinations

To manage the school’s public examination system

This will require the post holder to:

- Implement JCQ regulations, update policies annually and disseminate these to staff, students and parents as required
- Keep accurate records and manage the examinations budget
- Observe the awarding body’s terms and conditions for the entry and withdrawal of candidates for their examinations/assessments
- Register or enter candidates for an examination or assessment in accordance with the awarding body’s published procedures for that qualification
- Submit registrations, examination entries and certification claims by the deadline(s)

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- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
- Work with the Senior Leadership Team, to recruit, train and manage the team of external invigilators and staff to ensure full and appropriate invigilation of external examinations
- Work with the Deputy Head to organise all public examination processes including timetables for invigilators, rooms, payment, cover for absence etc and supervision of clash candidates
- Manage the collection, checking and submission of all external examination entries (GCSE, AS, A level, university entrance tests and resits), ensuring that all additional information e.g. estimated grades and coursework mark deadlines are met
- Supervise setting up of examination rooms so that they meet examination requirements, devise seating plans and maintain attendance registers
- Distribute examination timetables to staff and students, and ensure candidates/staff/parents/carers are fully briefed as to the examination arrangements, requirements and regulations
- Receive and check all examination materials, store securely, resolve any problems and issue them as appropriate for each examination; collate and pack scripts and associated paperwork to return to the examination boards
- Liaise with staff to organise oral and practical examinations and work with the SENCO throughout the year to ensure appropriate Access arrangements are in place
- Manage and submit appeals for Access Arrangements and Special Consideration
- Manage special requirements and arrangements for private candidates and procedures for late or absent candidates or those suspected of irregular conduct
- Support the head of centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
- Receive the certificates and assist in the process and preparation for Prize Giving and the distribution of exam certificates

To manage the school's internal examination system.

This will require the post holder to:

- Work with the Deputy Head to ensure the exams are set at the appropriate times of year and to arrange the timetables, rooms and invigilation including any necessary cover
- Disseminate timetables to staff, parents and students, ensuring appropriate instructions are provided and that the rooms are set up appropriately
- Organise the supervision of clash candidates for school exams
- Oversee the delivery of appropriately labelled school examination papers to the staff room prior to their use, including instructions for their return to subjects
- Liaise with staff to organise oral and practical examinations
- Work with the SENCO to arrange additional rooming for candidates requiring access arrangements for school examinations

When there are no examinations taking place, there would be a requirement to provide additional administrative support for the school, in liaison with the Deputy Head.

The successful candidate will be expected to participate in appraisal and review arrangements.

The job description should be read in conjunction with the contract issued on appointment by the Academy Trust.

General responsibilities and duties

- To develop a clear understanding of the Academy Trust's vision, mission and strategic aims and to actively support these.
- To remain up to date with the Academy Trust's policies, procedures and code of conduct and always uphold these.
- To identify and undertake relevant training to enable continuing professional development, where resources allow.
- To prepare for and proactively engage in the performance review cycle with your line manager.

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- To attend appropriate internal and external meetings, as directed by your line manager.
- To undertake such other duties as are agreed as being in keeping with the general nature of the job and its grade.

The successful candidate will be required to fulfil an enhanced DBS check.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description. Job descriptions will be updated or amended from time to time to reflect such changes.

Person Specification	
Essential	Desirable
Knowledge and experience	
Experience of working in an Administrative/ Office environment using a variety of Information Management systems	Experience of administering exams to the JCQ guidelines
	Previous experience of working in a school environment
Skills and aptitudes	
General administrative skills	Trained in using various MIS school software packages
Ability to work under pressure as part of a team	
Ability to present information effectively	
Ability to work on own initiative and with colleagues	
Ability to understand the range and type of qualifications available	
Ability to manage a team of invigilators	
Ability to work with staff to coordinate information	
Ability to meet deadlines	
Ability to accurately enter data using IT based systems	
Qualifications	
Grade 5/C and above in GCSE maths and English and holds A-level qualifications or equivalent	
Personal details	
Evidence of professional integrity	Keen to develop skills and undertake further professional training
Strong interpersonal skills	
Flexible approach to work and routines	
Excellent health and work record	
Commitment to and belief in equal opportunities and equal values for all students	
Ability to use effective verbal, written and interpersonal skills to communicate confidently at all levels, whilst maintaining good working relationships with a diverse range of people	
Ability to think strategically and work collaboratively	
Ability to prioritise and make decisions	

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Competencies	
Building capacity Influencing and persuading Acting on integrity Delivering at pace Delivering quality Team focussed Coaching management style Proactivity Flexibility Reliable and adaptable	