

Exams Officer

Full Time / Part time considered

H6 scale 14-19 £23,080 - £25,481 pro rata + outer fringe allowance
(fringe allowance £626 pa pro rata)

Monday – Friday, up to 37 hours per week, flexible schedule to be determined. During exam seasons the ability to start at 7.30am is essential. Term time only +4days

Required for immediate start

We are currently looking to appoint an Exams Officer who will have responsibility for a range of activities associated with the recording, reporting and administration of all exams data. The Exams Officer will be responsible for the administration and day-to-day management of all external and internal examinations. The successful candidate will also support the Head of Centre in ensuring that the centre is compliant with the Joint Council for Qualifications (JCQ) regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times. The candidate will also assist the Data Manager with tasks as and when required outside of examination season. This role would suit an experienced Exams Officer, however full training would be given for the those wishing to develop into this role.

The Successful candidate will:

- Good organisational and planning skills,
- Good interpersonal and communication skills, liaising with a wide range of internal and external stakeholders, including students, parents, Heads of Departments, Heads of Years, teachers, reception staff, site staff, IT staff and awarding organisations
- Ability to prioritise workload and meet deadlines and to work under pressure
- Managing invigilators. This includes training new invigilators and updating existing invigilators on rules and regulation changes on an annual basis
- Managing the examination entry process, including gathering information from teaching staff to ensure that students' examination entries are made correctly and on time, making amendments/withdrawals etc.
- Managing the examination preparation process. This includes preparing examination timetables for students and staff; creating seating plans for each examination room; briefing candidates, staff and parents; receiving, checking and securely storing confidential examination materials; administering internal assessment etc.
- Supporting the process relating to access arrangements (for example; supporting the SENCo in making applications, rooming, training invigilators, managing emergency access arrangements etc.)

- Managing examination days in accordance with awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergencies, irregularities and malpractice, ending the examination, collecting the examination scripts and packing and dispatching examination scripts
- Managing examination results. This includes accessing results electronically/downloading results from awarding body secure sites and preparing for results to be disseminated to each student/candidate
- Dealing with requests and administering post-results services
- Issuing examination certificates

In return Leventhorpe can provide:

- Excellent facilities: To accommodate our expanding roll Leventhorpe has just completed an extensive £12 million capital build programme including a new Science and Sixth Form block and a state of the art Performing Arts and English block. In recent years investment has included a £6 million Sports Complex (sports hall, fitness suite, dance studio, all weather pitch and floodlit tennis courts), £1 million Learning Resource Centre, re-modelling of Design & Technology facilities and £150k annual investment in ICT provision.
- A positive working environment in a heavily oversubscribed school with an excellent academic record and high standards which places strong emphasis on student learning and achievement.
- Exceptionally dedicated colleagues and enthusiastic students.
- Priority admission for children of staff after a qualifying period.

Please apply to the HR Manager by letter and application form which can be found on the vacancies page of our website www.leventhorpe.net. Applications should be returned to Mrs Wendy Shannon, HR Manager, via email to **hr@leventhorpe.net**.

Closing date, 12.00 noon Monday 31st January 2022. Interviews to take place later this week.

Leventhorpe is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS).