



Job Description

POST:	Examinations Officer
RESPONSIBLE TO:	Principal, under the line leadership of the Vice Principal
RESPONSIBLE FOR:	Exam Invigilators
KEY RELATIONSHIPS:	Data Manager, Academy Leadership Team; relevant teaching and support staff; examination boards; partner professionals; parents; Oasis Academies and Oasis Community Learning central staff.
SALARY:	SCP 18- 22
LOCATION:	Oasis Academy Lord's Hill
WORKING PATTERN:	37 hours per week, term-time only plus 1 week (8.00am-4.00pm)
DISCLOSURE LEVEL:	Enhanced

CORE PURPOSE:

To oversee the effective implementation of the Academy examinations both internal and external.
Management of all examination and testing procedures

Examinations and Assessment:

- To act as the Academy nominated Examinations Officer ensuring the following are completed efficiently and to deadline
- To efficiently and effectively complete all aspects of the administration and entry of public and pre-public examinations at all levels for all candidates
- To ensure that Directors of Excellence and Curriculum Team Leaders are aware of their key responsibilities in relation to examinations, providing guidance and support when necessary
- To liaise with examination boards, staff and parents on examination and test entries, results, queries and appeals
- To collect and distribute information from the Examinations Boards to ALT, Directors of Excellence and Curriculum Leaders, as appropriate
- To liaise with examination boards to ensure the up-to-date, timely and accurate administration of all examinations, including ensuring compliance with examination board rules and coursework/controlled assessment requirements. To collect information from subject staff on syllabus choice, levels of student entry etc

- To keep staff informed of changes to specifications, training events and deadlines and have an awareness of post-16 learning aims
- To collect of estimated entries and confirmation of final entries
- To ensure that the MIS system is used appropriately to complete accurate examination entries and reports on entries to staff
- To ensure the examination timetable is issued to staff, students and parents.
- Liaise with the Site and Community staff for setting up exam tables and chairs in appropriate rooms.
- To organise the examination halls, ensuring seating plans are in place, the orderly conduct of students and monitoring the work of invigilators
- To organise exam invigilators – ensuring appropriate induction and training is given, liaising with the Cover Manager and appropriate supply agencies dealing with invigilators, as necessary
- To manage the co-ordination of examination dates with the school calendar and ensure that the Site Team and other appropriate colleagues are notified
- To prepare and distribute guidelines to staff and students on the organisation and conduct of examinations
- To administer all special consideration forms across all curriculum areas liaising with parents, Directors of Excellence, Directors of Progress and Achievement, tutors and other appropriate persons
- To organise all aspects of access arrangements for students ie rooming, laptops, printing of examination scripts etc
- Organise the SEND/Learning element of Access arrangements
 - Following inclusion panel has agreed core subject requests, collect evidence and file.
 - With the SENCO, support the submission of centre delegated and non-delegated arrangements to Cambridge along with JCQ approval forms
 - Devise a schedule for Yr9 students' EAA assessment. Inform students of their assessment and implement the arrangement for completion guided by the SENCO. Confirm access arrangement approvals from the exam boards. Inform SENCO and part of the outcome. Print, file the approval and update access arrangement spreadsheets
- To make arrangements for students with examination 'clashes' in line with Examination Board regulations
- To ensure the receipt of and safekeeping of examination and test papers according to regulations. Assist with the organisation of collation and posting of papers on completion
- To ensure that examination and test results are receipted, downloaded when required and ensure that the Principal, staff and students are informed of results.
- In conjunction with the Data Manager produce statistics and analyses of examination results.
- Manage the examination budget ensuring cost effective practices.
- Oversee the checking and distribution of certificates.
- Process enquiries about results and requests for return of scripts.
- Be present and available in the Academy on results day and oversee the distribution of results to candidates.
- Ensure students are correctly entered as appropriate for all examinations and tests at KS3 and KS4, and amendments are made accurately when required.
- Liaise with examination boards, staff and parents on examination and test entries, results, queries and appeals.
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Management of Staff:

- Recruit and line manage a team of invigilators and readers/scribes ensuring appropriate induction and training is given.
- Line manage any other examination and assessment team members.

Principal Accountabilities as an Examinations Officer:

- To hold others to account through clarifying expectations, setting high standards for others and ensuring that objectives are achieved
- To develop and empower colleagues so that they experience real, significant personal and professional growth. This will involve continually creating and supporting opportunities to develop colleagues
- To build relationships with different stakeholders
- To model moral purpose and an enthusiasm for making a positive difference for children and to engender in others the belief that Academies have a crucial role to play in changing lives and improving life chances

General Accountabilities:

- Complying with the Oasis Academy Lord's Hill Code of Conduct and professional dress code
- Contributing to the rich and varied extra-curricular programme
- Ensuring the effective implementation of Academy policies with particular regard to safeguarding
- Carrying out other duties that may reasonably be required by the Principal

Safeguarding children and young people:

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced CRB check.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION:

Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	<p>Appropriate academic qualifications to at least GCSE standard or ability to demonstrate literacy and numerical competency through proven experience.</p> <p>NVQ Level 4 or equivalent qualification or experience</p> <p>MIS system training</p>	<p>Post 16 educational qualifications</p> <p>Diploma in School Business Management</p> <p>ECDL</p> <p>BromCom/SISRA experience</p>
Professional Development	<p>Self-motivated and committed to self-development</p>	<p>Recent professional development relevant to the post</p>
Experience, Skills & Knowledge	<p>Experience with working in a diverse secondary school or complex organisation with a variety of stakeholders</p> <p>Successful management experience</p> <p>Evidence of successful professional development activities</p>	<p>Evidence of independent work</p> <p>Excellent ICT skills</p>
Communication and Influence	<p>Calm and adaptable with an ability to work within a flexible and busy environment</p> <p>Ensures communication delivers the right sense of urgency and importance</p> <p>Speaks and writes in a way that results in effective action</p> <p>Ask questions to check understanding of the message and understands the importance and benefit of two way communication</p> <p>Good organisational skills</p> <p>Proven time management and organisational skills and ability to prioritise</p>	
Leadership	<p>Demonstrate ability to support colleagues</p> <p>Motivate and inspire by consistently modelling the highest standards</p> <p>Resolves conflict sensitively</p> <p>Ability to work in an environment which requires a high level of confidentiality</p>	

Team Working	<p>Ability to encourage and motivate young people in their attainment</p> <p>Good interpersonal skills with the ability to liaise effectively with other staff.</p> <p>Build trust and respect with individuals throughout the school, developing collaborative and consultative working relationships across schools.</p> <p>Communicates openly and interactively, listening carefully to others and valuing their opinion.</p> <p>Openly shares information and own expertise with others to enable them to achieve their goals.</p>	
Organisational Awareness	<p>Clear understanding of the role data plays within</p> <p>Keeps up to date with educational developments, analysing and interpreting how this impacts on own area of responsibility.</p> <p>Uses this external awareness to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical solutions to meet the needs of the Academy.</p> <p>Regularly networks inside and outside the Academy to exchange ideas and information.</p>	<p>Knowledge of school policies and procedures</p>
Adaptability	<p>Contributes personally to the change process</p> <p>Helps others to understand the need and reasons for the change.</p> <p>Effectively implements new ideas and methods of adapt working practices.</p> <p>Helps plan, develop, set up and monitor systems and processes to effect change.</p> <p>Challenges existing practices and conventional thinking.</p>	
Use of Technology	<p>Is able to use and understands the purpose of ICT and is able to develop the use of technology within own workplace by utilising a variety of standard software available.</p> <p>Is able to manipulate data and extract information, which is then presented in an appropriate format.</p> <p>Has the ability to share skills and knowledge within the workplace and provides advice and guidance to others.</p>	

**Professional
Values and
Practice**

Demonstrates high expectations for all students
Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.
Ability to work collaboratively with colleagues and carry out the role efficiently, knowing when to seek help and advice.
Ability to improve own practice through observations, evaluation and discussion with colleagues.

**Personal
Commitment**

Commitment to safeguarding and promoting the welfare of children and young people
Willingness to undergo appropriate checks, including enhanced DBS checks

Have a willingness to demonstrate commitment to the values and behaviors which flow from the Oasis Community Learning ethos.

Energy, enthusiasm and flexibility
Good health and attendance record
Sense of humour and a positive outlook on life