**Support Staff Job Outline and Person Specification**

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| **Position Title** | Exams Officer |
| **Location** | Okehampton College |
| **Job Term** | Permanent |
| **Hours** | 35 hours per week, 40 weeks per year  (1400 hours to be worked flexibly during term time plus 4 days during August to coincide with A-Level and GCSE results) |
| **Grade** | E |
| **Salary** | £24,432 (Full-Time Equivalent) |
| **Organisation** | Dartmoor Multi Academy Trust |
| **Effective date** | June 2022 |

There are currently 18 schools within Dartmoor Multi Academy Trust, three secondary, 14 primary schools and a new SEHM school opening in September 2022.

The role may require travel to Trust educational settings and offices.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

**Summary of Role:**

The Exams Officer will work alongside key staff in school (and alongside Exams Officers in other DMAT schools) to set the highest standards of administrative efficiency in support of students and families in what can understandably be a stressful period of some students’ academic career.

The Exams Officer will demonstrate the drive and initiative to work in an independent and flexible manner where management of workload and personal organisation will be vital skills.

A good working knowledge of how to deal with more complex and challenging situations will be necessary.

The Exams Officer will thus:

* Be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process.
* Be responsible for managing the effective and efficient administration of internal examinations and tests.
* Support the Head of centre in ensuring that the centre is compliant with JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.
* Act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.
* Closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met.
* Ensure examinations are conducted in accordance with the regulations.
* Through taking an ethical approach and working proactively to avoid malpractice among students and staff, support 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.

**Main duties and responsibilities:**

* Maintain and develop systems to manage and coordinate all aspects of the exams administration process.
* Identify and access relevant support available from external stakeholders (Awarding bodies / JCQ / Network group / The Exams Office, etc.).
* Communicate clear internal deadlines and processes for gathering / sharing exam-related information from/with relevant internal stakeholders.
* Brief candidates / staff / parents/carers on regulations and requirements.
* Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit.
* Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations.
* Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
* Contribute to the creation / review / update of exam-related policies and procedures as required by the regulations and accurately reflect working practices in the centre.
* Support the SENCo in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines).
* 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.
* 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
* Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services.
* 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 rule

The postholder must be prepared to undergo an Enhanced Disclosure and DBS checks and obtain any other statutorily required clearances.

**Person Specification:**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **EVIDENCE** |
| **Personal** | * Flexibility * Ability to use own initiative * Resourceful, patient, and resilient. * Calm, unflustered manner. * Good inter-personal skills, inc. mediation and conflict resolution. * Ability to work in a team and alone. * Excellent communication and interpersonal skills. * Commitment to equal opportunities. Flexible approach to supporting children and families. * Ability to maintain a professional manner in challenging situations. * Confidence to challenge other professionals. * Ability to continuously improve own practice/knowledge through self-evaluation and learning from others. * Able to carry out the duties of the post with reasonable adjustments where necessary. |  | Interview.  Application form.  References. |
| **Competence**   * Knowledge * Abilities * Skills * Experience | * Excellent organisational and good time keeping skills. * Demonstrable awareness of legislation relating to examinations and assessments. * Demonstrable awareness of legislation relating to the welfare and protection of children. * Awareness of risk. * Planning, filing, data collection, collation, analyses and presentation. * Effective communication with children, parents and carers, and other professionals; able to communicate, clearly and robustly. * Ability to relate well to other professionals, parents and young people. * Letter writing and telephone skills. * Ability to work on own initiative within school and JCQ protocols and procedures. * Ability to deal with difficult situations. | Ability to work under pressure.  A positive attitude to personal development and training.  Ability to prepare and write reports and produce factual and statistical information as required.  Knowledge of the education system. | Application form.  References.  Certificates.  Interview. |
| **Qualifications**  **and Training** | * Good level of literacy and numeracy. * IT Literate. * Commitment to participate in training/development as/when identified by line manager as essential to the role. | 5 GCSE’s including grade C in English and Mathematics. | Application form.  References.  Certificates. |