

Job Description

Title of post	<i>Exams Officer</i>
Salary	Salary range – NSAT Grade H, Points 18 to 23 (£31,357 to £34,434 FTE). Actual salary £22,488 to £24,695 per annum.
Hours of work	29.5 hours per week, worked over 4 days which will include a Monday - term time only plus 3 weeks. Full time working is required during both internal and external exam seasons.
Line manager and responsible for reviews	<i>Data and Exams Manager</i>

Purpose of the Post

Specific duties need to be interpreted in a flexible manner to meet the constantly changing demands of the school. Specific responsibilities and any changes which may occur need to be agreed with the identified Line Manager.

Main Duties / Key Responsibilities

The Exams Officer will be responsible for delivering a comprehensive exams service which is pupil focused in accordance with SGHS exam policies and the regulations set by awarding bodies for both public exams (including GCSE and A-Levels) and internal examinations. This dynamic role requires a detail-oriented, highly organised, and communicative individual who can collaborate effectively with all stakeholders involved in the exams process.

The Exams Officer will play a pivotal role in organising and managing SGHS exams, ensuring a smooth and stress-free experience for students and teaching staff. The successful candidate must be adaptable, capable of creative problem-solving, and thrive in a collaborative team environment.

Examinations (MIS Arbor)

- Ensure the efficient and effective management of internal and external exam processes and seasons from an administrative, operational and cost perspective in accordance with JCQ and other relevant regulatory bodies' regulations and guidelines.
- Undertake necessary planning, information gathering and information sharing, including the up-to-date signposting of regulatory and awarding bodies' documentation to relevant stakeholders. Ensuring all key information is communicated to SGHS students and staff in good time to support revision planning.
- Liaise closely with the SENCO to ensure all students receive appropriate access arrangements for their exams in accordance with JCQ guidelines and SGHS
- Exam Policy. Ensure these arrangements are accurately communicated to students well in advance and consistently update all relevant administration to maintain precise records.
- Ensure that pupils are given all necessary information about examinations, including entry details, dates and times, expected conduct during examinations, and accessing results. This communication should support students in managing their personal revision timetables.
- Support the recruitment, training and monitoring of a pool of Exam Invigilators in accordance with Skipton Girls' High School Exam Policy and JCQ regulations. This includes monitoring invigilator timesheets in a cost-effective manner.
- Manage exams, including SEN data and access arrangements, in Arbor, including the set up and maintenance of accurate base data, entries, results, and performance indicator information.

- Liaise with exam boards and relevant bodies to ensure timely and accurate submission of entries, non-examination assessments, and other services.
- Act as the subject matter expert in post-examination services, providing advice to all stakeholders, including special consideration applications and enquiries about results.
- Support the Data & Exams Manager with the production and dissemination of analysis of examination results.
- Attend and represent the school at appropriate Examination Board meetings.
- Work with the Data & Exams Manager to manage the Exams Budget and liaise with the Business Manager as appropriate.
- Organise and implement baseline assessments in accordance with best practices.
- Responsible for completing the School Census returns throughout the academic year, including checking and validating data for accuracy, liaising with relevant departments to gather required information, and ensuring submissions are compliant with DfE requirements and deadlines.

Other Responsibilities

- Be the Data Protection & Compliance Champion for SGHS and work with the NSAT Data & Compliance Director to support best practice compliance in relation to Data Protection Legislation.
- SPOC – General GDPR, Data Protection impact assessments and responding to data breaches.
- School policy administration and management.

Undertake any other reasonable related duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.

Safeguarding

To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.