**Job Description: Exams Officer**

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| **Post Details** |  |
| **School:** | The Grange School  |
| **Grade:**  | Grade 8 |
| **Responsible to:** | Senior Exams Officer |

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| **Main Purpose** |
| To inspire excellence across both Twynham School and The Grange School.The postholder will play a lead role in the management of administrative support services to students and staff relating to the choice of subject, admission and examination of students by relevant external bodies. They will manage all arrangements for all public examination entries e.g. GCSE / BTEC and equivalent and ensure that these are conducted in accordance with Joint Council for Qualifications (JCQ) and examination board regulations.The postholder will collaborate with the Twynham School Examinations Office to ensure the necessary Exams related policies and procedures are created, updated and reviewed annually and shared across both Twynham and The Grange Schools. The postholder will manage all arrangements for all internal examinations.The postholder will be responsible for the organisation of the examination timetable and related resources and accommodation within the school.The postholder will manage the exams budget for The Grange School ensuring all spends are monitored and tracked against this.The postholder will be responsible for the issuing of results to students and staff as appropriate. |

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| **Duties and Responsibilities** |
| * To advise and liaise with staff and students regarding examination entry deadlines.
* To process pupil examination entries, ensuring all submission deadlines are met.
* To manage examination data, including the maintenance and updating of all related computerised and manual records in a confidential manner. To undertake all necessary administrative tasks relating to the preparation for, the sitting of and despatch of papers relating to the examination of students by the relevant external body within the guidelines and timeframe set by those bodies.
* To liaise with teaching staff, other school staff as appropriate, Local Authority officers and officers of the external examination bodies as necessary.
* Make appropriate timetabling/room arrangements and liaise with teaching and support staff, including Site Staff regarding the suitable preparation and furnishing of appropriate venues for the conduct of examinations.
* To liaise with teaching staff in the production of student examination timetables to ensure pupil attendance requirements are met.
* Provide information on examinations in an appropriate format for students, parents and staff and deal with security issues surrounding timetable clashes and the close supervision of students
* Ensure examinations start and finish appropriately in line with examination board and JCQ regulations.
* Ensure necessary stationery is available for students sitting exams.
* Manage the organisation and smooth operational running of internal (Key stage 4 & 5) cohort level assessments, including mock examinations and standardised baseline assessments as well as the relevant invigilation of these assessments
* Manage the receipt of examination results and perform support during the summer on ‘Results Days’ and afterwards to provide post exams provision including managing post-exam queries i.e. appeals, re-marks, return of scripts and complaints processing by exam boards.
* To assist teaching staff in the interpretation of results, developing, modifying and enhancing report formats, content and design to meet the management needs of the school and to ensure compliance with the requirements of the Data Protection Act.
* Be responsible for the distribution of results and certificates.
* Collaborate with input from Twynham School’s exam officer, to ensure the annual examinations timeline and resourcing plan in incorporates the needs of The Grange School.
* Remain up to date with current examination policy/regulation.
* Ensure access arrangements (notified by the SENDCo) are in place to support students, and where appropriate, ensure requests are made to the relevant exam boards for modified papers to meet the students’ needs.
* Contribute to the ongoing development of exams through the adoption of appropriate examination software.
* Responsible for the supervision of the Exams Administrator in assisting in the management of examinations within the school. Work closely with the Exams Officer at The Grange School, ensuring all shared resources are appropriately allocated so support the needs of both schools.
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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.
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| **Other Duties** |
| * The postholder will be expected to develop a detailed knowledge of examination administrative requirements of external bodies recognised and used by the school. The postholder will be responsible for the safe and secure management of the school’s examination data and the reporting of that data to the appropriate agencies. Confidentiality and security of information is an important aspect of this post.
* Ensure the adequate backup of computerised data records.

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Twynham Learning Attributes for all Staff** |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
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| **Qualifications, Knowledge, Skills and Attributes** |
| **Essential:*** 5 GCSEs Grade C or above, including Maths and English
* A detailed understanding of statutory examinations and the English examination system as well as school level accountability measures.
* Recent experience in the state school sector and a strong knowledge of how schools are organised and managed.
* Is able to work independently and autonomously as well as within a team
* Anticipate problems, develop creative solutions
* Set and achieve ambitious, challenging goals and targets for self
* Has the ability to communicate effectively with a wide range of different people and organisations
* Strong level of IT skills
* Prioritise, plan and organise self
* Is highly organised with meticulous attention to detail
* Prepared to undertake professional training as necessary to carry out tasks effectively
* Can maintain issues of confidentiality in the working environment

**Desirable:*** Level 3 or higher qualifications
* Evidence of recent and relevant training
* A good knowledge of school MIS (Management Information Systems) and JCQ (Joint Council for Qualifications) guidance
* Use of Arbor or equivalent
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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder.
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| **Key/Glossary of Terms** |
| TS = Twynham SchoolTGS = The Grange SchoolTL = Twynham Learning | * SENDCo = Special educational needs/disabilities coordinator
* JCQ = Joint Council for Qualifications
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