**Job Description: Senior Examinations Officer**

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| **Post Details** |  |
| **School/setting:** | Twynham TGS  |
| **Post type:** | Support Staff |
| **Grade:**  | Grade 9 |
| **Responsible to:** | Operations Manager |

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| **Main Purpose** |
| 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. The postholder will manage all arrangements for all public examination entries e.g. GCSE / GCE / BTEC and equivalent and ensure that these are conducted in accordance with Joint Council for Qualifications (JCQ) and examination board regulations.The postholder will 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 be responsible for the recruitment, training and direction of the shared invigilator pool across both Twynham and The Grange schools.The postholder will manage the exams budget for Twynham School ensuring all spends are monitored and tracked against this.The postholder will line manage the Exams Administrative staff shared across both Twynham and The Grange schools.The postholder will be responsible for the issuing of results to students and faculty staff. |

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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 manage the work of the Exams Administrators shared across both Twynham and The Grange schools.
* To liaise with teaching staff, other school staff as appropriate, Local Authority officers and officers of the external examination bodies as necessary.
* To recruit, train and engage external invigilators to arrange attendance at the school for examination invigilation.
* 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.
* Be responsible for the distribution of results and certificates.
* With input from The Grange School’s exam officer, ensure there is an annual examinations timeline and resourcing plan in place for both schools.
* Own the creation of shared Exams related policies and procedures across both schools in line with JCQ requirements.
* Be responsible for identifying and creating a Conflict of Interest mitigation document across both schools covering all staff.
* Remain up to date with current examination policy/regulation.
* Ensure access arrangements (notified by 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.
* Where applicable apply for consortium arrangements for both Twynham and The Grange schools to the relevant exam board(s).
* Contribute to the ongoing development of exams through the adoption of appropriate examination software.
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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 work for substantial periods unsupervised and to organise own work and priorities. Teaching staff will be available to clarify students’ options and entries and the Headteacher will be available to offer technical advice or arrange additional administrative support to the postholder.
* The postholder will be responsible for the supervision of the Examinations Administration staff assisting in the management of examinations within the school. The postholder will also need to work closely with the Examinations Officer at The Grange School, ensuring all shared resources are appropriately allocated so support the needs of both schools.
* 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.
* The postholder is in contact daily with a wide range of students and their parents, staff, telephone callers and visitors to the school, officers of the LA/examination boards/education councils, headteachers and staff of other schools.
* The postholder will be expected to make decisions on a day to day basis to ensure that examination deadlines and other requirements are met (e.g. safe storage of papers, sufficient and complete number and type of papers are available, issuing and return of papers, the secure despatch of papers).
* The postholder will prioritise his/her workload on a daily basis and make decisions on the use of appropriate analytical techniques, reports and format of data. The postholder will 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 Required** |
| **Education, Training & Qualifications****Essential:*** 5 GCSEs Grade C or above, including Maths and English
* Safer Recruitment Training (or a willingness to complete it)

**Desirable:*** Level 3 or higher qualifications
* Evidence of recent and relevant training

**Experience & Knowledge****Essential:*** 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

**Desirable:*** A good knowledge of school MIS (Management Information Systems) and JCQ (Joint Council for Qualifications) guidance

**Self-Management Skills & Abilities****Essential:** * 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 ICT 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:*** Use of Arbor or equivalent

**Motivation and Personality****Essential:*** An interest in educational issues
* Enjoys the company of young people and others
* Positive attitude
* Relentless optimism
* Initiative and self-motivator

**Personal****Essential:** * Calm disposition
* Willing to accept the demands and challenges of the post and respond in a flexible manner
* Excellent time-management and multi-tasking skills
* Ability to work under pressure and to tight deadlines
* Is committed, resilient, robust, resourceful, keen and enthusiastic
* Can demonstrate fairness, honesty and integrity in existing practice and conduct as a professional
* Can show positive commitment to organisational principles
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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 LearningLA – Local Authority | * SENDCO – Special educational needs/disabilities coordinator
* JCQ – Joint Council for Qualifications
* ICT – Information Computing Technology
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