

## SUPPORT STAFF

### JOB DESCRIPTION

<b>ROLE TITLE</b>	Exams Officer
<b>CONTRACTED HOURS</b>	21 hours per week / 40 weeks per year
<b>LOCATION</b>	County Upper School (may be deployed across the trust)
<b>GRADE / SCALE POINT – SALARY</b>	Grade 4 (above bar)
<b>REPORTING TO</b>	Headteacher

#### INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

#### JOB PURPOSE

To provide support to the school in the examination process.

#### KEY TASKS & RESPONSIBILITIES

##### Administration and organisation arrangements for internal and external exams

1. Be aware of all key examination dates
2. Administering the School's public and internal examination system and advising the Principal of public exam policy and practice, including:
  - Downloading base data from exam boards into Sims Exams module
  - Submitting entry files by the appropriate deadlines
  - Submitting coursework marks by the appropriate deadline
  - Preparing public and internal exam timetables
  - Ensuring that students receive appropriate access arrangements
3. Liaising with examination boards, subject leaders and candidates as appropriate to ensure that all students are entered for the appropriate exams.
4. Maintaining full records of exam results in line with School and Trust policy
5. Receiving/checking/storing/organising exam papers in accordance with JCQ regulations
6. Running the public exam season, including:
  - Ensuring that the correct number of invigilators are in place
  - All exam are ready to start at the given time
  - Necessary equipment is available
  - Notices are displayed according to JCQ regulations
7. Check and dispatch exam papers and attendance sheets to boards/examiners within the appropriate timeframe.
8. Distributing GCSE examination results in August

##### General

1. Perform general administration tasks in the main office
2. Assist on Reception when required

## **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

## **GENERAL**

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

**PERSON SPECIFICATION**

CRITERIA	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE</b>		
<b>Technical or Specialist</b>		<ul style="list-style-type: none"> <li>Knowledge of School / Trust Computer systems</li> </ul>
<b>Literacy and Numeracy</b>	<ul style="list-style-type: none"> <li>Secondary education up to GCSE level or equivalent</li> <li>Demonstrable expertise in a range of relevant office procedures.</li> <li>Ability to set out letters / documents and to use grammar correctly.</li> <li>Able to carry out complex calculations accurately.</li> <li>High level computer literacy.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of computer systems relevant to the School.</li> </ul>
<b>Organisational</b>	.	<ul style="list-style-type: none"> <li>Knowledge of the School's administrative procedures</li> <li>Knowledge of basic health &amp; safety responsibilities and safeguarding procedures.</li> <li>Knowledge of policies and procedures e.g. sickness and absence records.</li> </ul>
<b>Equipment / Materials</b>	<ul style="list-style-type: none"> <li>High level, accurate keyboard skills.</li> <li>Able to use / operate general office equipment e.g. printers, photocopiers, binders, computers.</li> </ul>	

<b>MENTAL SKILLS</b>		
<b>Research</b>	<ul style="list-style-type: none"> <li>• Able to use the internet effectively for routine research.</li> <li>• Ability to collate and interpret statistical information.</li> </ul>	<ul style="list-style-type: none"> <li>• Broad understanding of government initiatives and their impact on the School.</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Identify variations from accepted patterns or missing documentation or other unusual aspects and investigate, suggest solutions.</li> </ul>	
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Ability to prioritise own workload effectively.</li> </ul>	
<b>INTERPERSONAL AND COMMUNICATION</b>	<ul style="list-style-type: none"> <li>• Tact and diplomacy second nature;</li> <li>• Articulate with a good grasp of the English language.</li> <li>• Ability to remain calm under pressure.</li> <li>• Understanding of the necessity and ability to maintain absolute confidentiality.</li> <li>• Pleasant and helpful telephone and face-to-face manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to effectively lead and work as part of a team.</li> </ul>
<b>Advising / guiding</b>	<ul style="list-style-type: none"> <li>• Oversee and co-ordinate induction training for new staff.</li> </ul>	
<b>PHYSICAL</b>		
<b>Keyboard</b>	<ul style="list-style-type: none"> <li>• High level keyboard skills.</li> </ul>	
<b>Manual Skills</b>	<ul style="list-style-type: none"> <li>• Routine manual handling skills.</li> </ul>	
<b>LEVEL OF AUTONOMY</b>	<ul style="list-style-type: none"> <li>• Able to make day-to-day decisions about own workload</li> </ul>	

	<p>and that of the Administrative team if required.</p> <ul style="list-style-type: none"><li>• Able and willing to use own initiative in solving problems within general guidance and procedures.</li><li>• Know and understand when to refer upwards.</li></ul>	
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