

## **JOB DESCRIPTION**

Job Title:	Exams Officer
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Examinations Manager/Data Manager
Responsible for:	Exam Invigilators
Liaison with:	Teaching and support staff, Students, Exam Boards and Moderators, External Stakeholders

### **Job Purpose:**

To be responsible for the administration, organisation and smooth running of all internal and external examinations and work within the Data Team.

### **Key Responsibilities**

- To be responsible for examination entries for external exams to the examination boards for public exams and GCSE and any other qualification that the school runs, ensuring appropriate contingencies (eg manual back-ups) are made.
- Wherever possible, to make arrangements for students at this school to take examinations in subjects they have studied elsewhere.
- To disseminate information about all exams to staff, students, and their parents/carers.
- To liaise with staff, parents, and students to deal with complaints and queries about all examinations.
- To be responsible for ensuring that examination papers are securely stored as they arrive in accordance with JCQ regulations.
- To be responsible for the daily running of all internal and external examinations, including practicals, and to liaise with the Leadership Group, Learning Support and Site Team to ensure the smooth running of all exams including the necessary rooms needed to accommodate all students and arrangements to be made for furniture in examination rooms.
- To recruit, train and manage a sufficient bank of exam invigilators to meet examination needs at all times, ensuring safeguarding requirements are met at all times.
- To create the invigilation timetable for internal and external examinations and to provide information to the appropriate people in a timely manner, e.g. dates/times of examinations and the number of entrants.
- To identify and make appropriate provisions in the event of clashes.

- To brief students on examination procedures and conduct, and to produce guidelines for staff and students.
- To provide relevant statistics on examination entry and examination results to the Head, the Governors and other appropriate bodies, including an Annual Report to the Governors and a section in the Governors' Annual Report to Parents.
- To be responsible for examination stationery.
- To check DfES statistics and examination results information before publication.
- To oversee the copying and distribution of results by the School Office.
- To take responsibility for checking certificates before they are handed to students.
- To retrieve costs of examination entry from absentees and arrange for re-marks, reports and queries about exam results from the examination board.
- To be present on the day the school is notified of results.
- To work with the Data Manager to undertake an analysis of all examination results when the school is notified, and to inform the Headteacher as soon as administratively possible.
- To liaise closely with the Data Manager to develop exam statistics that can be used for target setting, review and as a basis of raising achievement.
- To attend appropriate school meetings, including staff briefing.

### **Conditions of Employment**

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

### **Safeguarding and Data Protection**

Work within the requirements of Data Protection legislation at all times.

Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.

Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.

Embed a safeguarding culture within the Science team, ensuring they follow safeguarding procedures.

### **Additional conditions**

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.

- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
  
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order  
<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

**Person Specification: Exams Officer**

**Method of Assessment: AF – Application form I – Interview**

	<b>Criteria</b>	<b>Measured By</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE C grade or higher (or equivalent) in English &amp; Maths</li> </ul>	AF / Cert
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>An ability to work towards deadlines with high levels of accuracy</li> <li>Previous experience working with children</li> <li>Good interpersonal and communication skills</li> <li>Some experience of leadership or management</li> <li>Strong organisational skills</li> <li>Good behaviour management skills</li> <li>The ability to motivate pupils</li> <li>ICT skills, including proficiency in Word, Excel, Microsoft Outlook and PowerPoint</li> <li>High level of personal organisation, and the ability to work independently</li> <li>Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> </ul>	AF/I
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>Committed to and able to promote the aims of the school and the values of the school and the Trust</li> <li>Willingness to share expertise, skills, and knowledge</li> </ul>	I
<b>Contra Indication</b>	<ul style="list-style-type: none"> <li>Positive Disclosure relating to young people or vulnerable adults</li> </ul>	