**Exams Officer**

Ark Elvin Academy

At Ark Elvin Academy we are working hard to give all our pupils an excellent education and are looking for committed teachers and support staff to join us at this exciting stage in our school improvement journey. We are a large, non-selective secondary school in the London Borough of Brent, with excellent transport links to central London. We are committed to ensuring teachers can focus on teaching and have the opportunity to refine and develop their practice in the classroom and develop their leadership skills. Our new building works are underway and will be ready in December 2017.

We are seeking to appoint an Exams Officer. You will need to;-

* Have had experience of exam administration
* have strong communication skills both with adults and students
* have the ability to work to a high degree of accuracy, integrity and confidentiality
* be highly organised with excellent time management skills and the ability to prioritise workload
* have genuine passion and a belief in the potential of every pupil
* be committed to Ark’s ethos of high expectations.

To apply and to learn more about the school, visit our website at [www.arkelvinacademy.org](http://www.arkelvinacademy.org).

Please apply via: <https://goo.gl/266g7y> .The deadline for applications is **11am on Monday 16th October**

Ifyou have any questions or would like to arrange a visit to the school, please contact Anita Amaning on a.amaning@arkelvinacademy.org or 020 8902 6362. For any queries regarding your application, please contact the Ark recruitment team on 0203 116 6345 or email recruitment@arkonline.org.

**Location:**  Brent, London

**Hours:** 38 weeks + 4 weeks. The 4 weeks will include 2 weeks in August for GCSE/A-Level results

**Start Date:** As soon as possible

**Salary:**  Ark band 8 (Inner London): £27,927 - £33,963 (pro rata)

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced DBS check.*

**Job Description**

**Reports to:** Vice Principal

**Start date**: As soon as possible

**The Role**

* To provide high quality administrative support, specifically in relation to examinations data, in order to meet the current and future needs of the academy
* To manage all public and internal examinations, and take responsibility for all related administration.

**Key responsibilities**

* To ensure the smooth running and integrity of all systems and procedures related to public examinations, including the management of the examinations budget
* To direct staff in the accurate registration and entry processes of examinations
* To keep abreast of developments in education and the corresponding changes in qualifications and assessment
* To provide training to a team of invigilators, ensuring that the Joint Council’s ‘Instructions for the Conduct of Examinations’ is adhered to at all times
* To liaise with the facilities team to ensure that the facilities for students undertaking examinations are of the highest possible standard
* To liaise with the awarding bodies to ensure that students receive any special consideration due to them together with allowances for prevailing circumstances
* To assist the Data Manager in timetabling of exams
* To create and distribute examination, rooming and invigilation timetables to students and staff
* To manage the electronic download of examination results and the process of distribution to students
* To keep accurate records of examination penalty fees, and arrange re-imbursement from curriculum areas and students where appropriate

**Other**

* To assist with administration requirements, including reception cover, when required
* To undertake any other duties as requested by the line manager.

**Person Specification**

**Qualification Criteria**

* Right to work in UK
* Mathematics and English GCSE or equivalent at Grade C or above
* Ideally qualified to degree level or equivalent
* Relevant qualification in ICT or data management desirable

**Knowledge and Experience**

* Experience of working as an examinations officer, or in a similar role
* Experience of handling and manipulating large amounts of complex data
* Knowledge of relevant education policy and regulation (in particular, on data and assessment)
* Experience of supervising staff desirable

**Personal characteristics**

* Highly organised with excellent time management skills and ability to prioritise workload
* Self-motivated and able to work under on own initiative
* Strong team leadership skills
* Genuine passion and a belief in the potential of every pupil
* Keen to undertake work related, continuous professional development

**Specific Skills**

* Highly IT literate, with a good knowledge of MS Office, in particular Excel and Word
* A working knowledge and understanding of a school information system (presently Bromcom)
* Highly numerate and analytical with a high level of accuracy and attention to detail
* Excellent written and oral communication skills, with the ability to communicate tactfully and effectively with people at varying levels.

**Other**

* Commitment to the safeguarding and welfare of all pupils

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.