



Examinations Officer

Required for August 2017

Brampton College is a highly successful independent Sixth Form College of 260 students.

The Examinations Office is of central importance to the smooth running of the College. It is involved in all aspects of a student's journey through the College, from admission, internal assessment, and public examinations on to university admission. The Office ensures that examinations are delivered in an atmosphere of calm efficiency, thus providing optimum conditions for students and reassurance to parents.

We are seeking an Examinations Officer to continue to lead this important area of work. This is a part-time position (0.6 FTE), although a full time position may be available to someone who can also offer general academic data management and/or administrative support.

Some flexibility in working hours during the mock and summer examination periods is desirable.

Salary by negotiation depending on qualifications and experience.

Main Purpose of the Job:

- To complete all the administration required for students to sit their public and mock examinations: including entries; resolving timetable clashes; administering Access Arrangements for students with special educational needs in liaison with the SEND coordinator; organising examination rooms; collection and delivery of scripts; briefing candidates on examination regulations; arranging invigilation; post results services; and liaising with Awarding Bodies.
- Disseminating information to, and answering enquiries from staff, students and parents/carers regarding all aspects of the examinations cycle.
- Collation and analysis of examination results and value added data for all students.
- Collating information regarding Access Arrangements, and making applications for Access Arrangements and Special Consideration.
- You will also be expected to provide administrative support to the Main Office and Leadership Team.

You will be working closely with the Director of Studies who is a member of the senior academic staff.

Apply by application form to: Lisa Guppy, PA to the Principal
lguppy@bramptoncollege.com

Closing date: Wednesday 28 June 2017
www.bramptoncollege.com

Main Contacts

The main contacts of this position are the Principal, Business Manager, the Senior Leadership Team, teaching staff, other support staff, students and their parents.

Examinations Officer - Key responsibilities:

1. Managing the College's examination administration software; including the production of reports where required (i.e. entries, general timetable, results).
2. Manage the examination history for all candidates including making sure all results slips are saved/scanned and personal details, UCI numbers etc. are updated as necessary.
3. Working with a Vice Principal on Value Added and ALIS projects.
4. Maintaining the examination year calendar.
5. Liaising with Heads of Department regarding entries.
6. Disseminating information, answering enquiries and dealing with any complaints regarding external examinations with staff, students and parents/carers in liaison with the Director of Studies.
7. Submitting entries for external examinations to awarding bodies in advance of deadlines. Applying for board transfers. Ensuring results are certified under the direction of the Senior Leadership Team.
8. Acting as administration support for the College's Accessibility Committee
9. Administering applications for Access Arrangements, including liaising with the SEND Coordinator; applying to awarding bodies for Access Arrangements in advance of the deadline.
10. Providing a centre timetable to include dates, times, venues and number of candidates.
11. Resolving examination clashes in accordance with regulations, in liaison with the Director of Studies.
12. Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables, in liaison with the Director of Studies.
13. Managing the daily running of external and internal examinations.
14. Organising exam materials, providing safe custody of examination stationery and materials, including question papers, in accordance with regulations, in liaison with the Director of Studies.
15. Organising the examination rooms in accordance with regulations, and that the rooms are in an appropriate state of readiness before the start of each morning and afternoon examination.
16. Collecting and dispatching completed scripts in accordance with the regulations.
17. Arranging invigilation, including briefing and training invigilators in college procedures, in liaison with the Director of Studies.
18. Be available during the College enrolment period (from Monday preceding A-level results, to the start of September) to:
 - oversee the distribution of results to candidates and staff ;
 - manage all Post Result Services requests;
 - liaise with universities as required;
 - collate the examination history of newly enrolled students.

Please note that no annual leave will be permitted between mid-August and the start of the September term in any year.

19. Overseeing the checking and distribution of certificates.
20. Liaising with the Bursar on all matters relating to examination fees.
21. Encouraging a positive examination culture in the school to which all staff and students subscribe, in liaison with Director of Studies.
22. Liaising with Ofqual, "The Exams Office" and Joint Council for Qualifications as appropriate.
23. Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings, etc. and keeping up to date with the latest procedures and regulations for external examinations, in liaison with Director of Studies.
24. Making arrangements for internal examinations (mock examinations), including the rooming and invigilation.
25. Any other reasonable duties as commensurate with the grading of the post (including administrative support to the Main Office and Senior Leadership team)

Ensure the safety and well-being of students at the College by adhering to and complying with the College's Safeguarding and Child Protection Policy at all times.

Staff Meetings

Participate in meetings at the College which relate to the curriculum for the College, the administration or organisation of the College. These include:

- General staff meetings
- Accessibility Committee meetings
- Relevant meetings with Senior Leadership Team
- Review meetings at occasional times to review College systems and procedures.

Person Specification

Essential	Desirable
Availability for work in the latter half of August each year.	Previous experience of working in a school environment and particularly in an examination, or closely related, role.
Demonstrable ability to operate various software packages and information technology systems including online data exchange and database systems.	Working knowledge of the UK examination system.
Good communication skills, for effective interaction with students, colleagues, external educational agencies and parents.	Good knowledge and understanding of the external examinations systems and the associated Joint Council for Qualifications regulations.
Excellent analytical skills to dissect information in order to accurately complete and maintain relevant records and produce complex reports and returns.	Knowledge and understanding educational management information systems.
Ability to work on own initiative, organise and prioritise workload effectively.	Knowledge and understanding of equality issues and their application to examination Access Arrangements.
Ability to work well under pressure and to adapt to changing workload demands.	
Ability to respect confidential information and address sensitive issues in a professional manner.	
Personal commitment to continuous self-development and enhancement of the service provided by the Examinations Office.	
Be willing to consent to and apply for an enhanced disclosure to a DBS check.	