**Trinity School, Sevenoaks**

**Examinations Officer Job Description & Person Specification**

Job Title: Examinations Officer

Responsible to: Data Manager

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Job Description**

**Role Purpose**

Responsible for managing the exams and assessment processes across all key stages covering internal and external exams and adhering to national regulations and guidelines and an annual budget.

**Main Responsibilities**

**Examinations, Data and Reporting**

* To operate as the school’s examinations officer and undertake the associated administration including electronic entry and registration for courses for external qualifications
* To operate as the school’s examinations officer and undertake the associated administration for internal and mock examinations
* To act as a focal point for examination queries; liaising with staff, students and/or parents as necessary, ensuring that all relevant documentation is processed in this regard.
* To receive, securely store and make available examination papers and other material from the examination boards to relevant staff in line with Joint Council for Qualifications (JCQ) requirements
* To ensure that applications for any special requirements are submitted on time and to liaise with Examination Boards and the SEN department with regard to these applications. Prepare cases for special consideration by the examination boards e.g. in case of illness.
* To liaise with the relevant staff regarding the allocation of invigilators for examinations and the use of school facilities.
* To issue statements of entry and exam timetables to students for internal and external examinations.
* To check examination papers and coursework, when received, and ensure their despatch as appropriate.
* To produce and distribute to staff an annual calendar for exams and related deadlines.
* To ensure that downloading of examination results onto SIMS occurs and the issue of results to students and subject leaders.
* Provide a post results service for students and staff, including the submission of result enquiries and appeals.
* To collate individual results for distribution to students and to provide lists of results for distribution to teaching staff.
* Prepare accurate examination and statistical information for the purpose of analysis to the headmaster and other senior staff, Kent County Council and the DfE as requested by the headmaster or his/her representative.
* To provide information/data for the school prospectus and other reports required by the headmaster and governors.
* To check examination certificates when received and prepare these for distribution.
* The provision of statistical and other information for analysis/decision making as required.
* To be aware of JCQ and exam board requirements and ensure that they are met.
* To oversee the school’s student tracking system and production and issue of school reports including error checking.

**Administration**

* To carry out general administration tasks outside the exam season including student reporting

**Census**

* To support the Data Manager in ensuring the SIMS system is updated with the required information for the school and post 16 censuses.
* To support with distributing reports and work with other staff to ensure accurate information is prepared.
* To support the Data Manager in preparing and submitting the school censuses accurately and on time.

**Other responsibilities**

* To carry out any other tasks as reasonably requested by the headmaster or his/her representative.
* To follow school policies & procedures especially those relating to Child Protection & Safeguarding.
* To support the ethos of the school.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Grade C/4 GCSE Maths & English or equivalent or have relevant vocational experience | * Vocational qualifications relating to software systems |
| **Experience** | * Two years’ experience of working in an exams officer role * Experience of producing accurate data for reporting and assessment * Information gathering and analysis | * Experience of working in a secondary school environment |
| **Knowledge** | * Working knowledge of SIMS and SIMS Examinations and/or Assessment Manager * Extensive knowledge of GCSE * Evidence of familiarity with relevant local and national policies, priorities and statutory frameworks, particularly in regard to current education objectives and practice * Knowledge of statutory data reporting requirements such as school census |  |
| Skills | * Excellent IT skills * Ability to focus on detail and accuracy when compiling reports * Excellent communication skills * Excellent organisational and planning skills including the ability to be flexible in order to achieve targets * Ability to work to deadlines * Ability to form good working relationships with colleagues and external clients * Ability to work to professional standards, think independently and make recommendations * Highly numerate with good analytical and interpretive skills |  |
| **General/**  **Personal Qualities/Attributes** | * Smart, business-like, professional appearance * Capacity for hard work under pressure * A team player, collaborative worker * Highly motivated and able to use own initiative * Ability to contribute greatly to the wider life of the School * Resilient * Strives for excellence in every aspect of school life * A genuine commitment to and liking for young people and high expectations for their progress and welfare * Honesty and integrity * Determination and perseverance * Enthusiasm * Passionate * Patience |  |

**Signed………………………………………… Date………………………………………**

**Employee**