

Job Description

Post Title:	Exams Officer
Grade:	£31,953 - £33,627 per annum (full time equivalent) £27,575.44 - £29,020.10 per annum (part time actual) Term time only plus 2 weeks
Working Pattern	Monday - Thursday: 08:10 - 16:10 Friday: 08:10 - 15:10
Responsible to:	Data and Examinations Manager

Job Purpose

- To ensure an effective and efficient examinations provision to the whole Academy.
- To be the first point of contact for examination matters for students, staff and examination bodies.

Duties and Responsibilities

To undertake the following with minimal supervision:

- Manage and run all stages and processes in the internal and external administration of the Academy's examinations, with little recourse to others. This includes both computerised paperwork (for example, making entries, producing registers/timetables, completing online forms, downloading web-based information) and practical matters (for example, booking and setting up rooms, organising access arrangements).
- Liaise with leaders of the learning community with regard to the relevant examination boards and syllabuses studied to examination level. Establish the number of entries at each tier and process these entries within the deadlines set by the examination boards.
- Manage, recruit and train examination invigilators and allocate them to manage examination venues. Provide examination invigilators with invigilation timetables in advance of examinations.
- Support the vocational qualification leads to ensure that vocational qualifications are appropriately administered at the Academy, including registrations and withdrawals, making claims, online testing sessions, and assisting in the production and dissemination of internal policies.
- Assist in recruiting temporary staff to support students who require a reader, scribe, or similar. Ensure sufficient numbers of readers, scribes etc. are provided for each examination, in conjunction with the SENCO. Aid the SENCO in providing training and support to these staff.

- Liaise with relevant staff and the SENCO with regard to access arrangements for specific students taking both internal and public examinations.
- Ensure teaching staff support the examination invigilation process within the boundaries of the Teachers' Terms and Conditions.
- Ensure statutory procedures and recommendations relating to examinations from the DfE, JCQ, Examination Boards and other relevant agencies are implemented and followed on a timely basis.
- Provide and present relevant examination information to candidates (e.g. carry out student examination briefings and assemblies) and to parents.
- Support the Data & Examinations Manager during examination results days.
- Be responsible for the security of examination and test papers and to ensure the safe and efficient dispatch of scripts, coursework and other materials to the examination boards, examiners and moderators.
- Liaise with examination boards throughout the academic year to provide updated information regarding syllabuses, deadlines for entries and coursework and any other relevant information (e.g. student guides) for staff, students, and parents.
- Manage and run examination bookings for the Academy and to liaise with site management staff regarding preparation for examination rooms and to oversee alternative arrangements for classes who are displaced as a result.
- Work efficiently on any queries, re-mark requests and missing marks following results day, including assisting students in clarification of grades and making contact with examination boards and colleges as necessary.
- Develop, maintain, implement and adhere to the examinations, coursework and controlled assessment policies for the Academy (in conjunction with the Data & Examinations Manager).
- Ensure the Academy meets all its statutory duties in the reporting of results and to keep abreast of government policies and initiatives regarding student achievement and tracking.
- Be flexible in learning about other computer systems which the Academy may wish to develop to enhance administrative and student monitoring systems.
- Liaise with the Academy's ICT and reprographics staff to ensure that any technological requirements for internal and external examinations are met.
- To actively support and reinforce the Academy's behaviour policy, by modelling professional conduct and behaviours etc.
- Undertake occasional duties outside of normal working hours, by prior arrangement.
- Carry out such other duties within the competence of the post holder which may be required, reasonably, from time to time as directed by the Senior Leadership Team.

Additional Responsibilities

- Duties may vary from time to time without changing the general character of the position or the level of the responsibility entailed.
- At all times the post holder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy
- Uphold the policies of the Academy ensuring, for example, that the Academy's Behaviour and Discipline policy, so that good order and discipline are maintained.
- Demonstrate high levels of professionalism in the accurate completion of the administration needs of the role, meeting all deadlines.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy.
- Participate in staff training and development.
- Attend team and staff meetings.

Key Organisational Objectives

The post holder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- At all times operating within the school's Equalities policies demonstrating commitment and contribution to improving standards of attainment.
- Adopting customer care and quality assurance initiatives.
- Fulfilling the role of mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on

their application form and are expected to disclose such information at the appointment interview.

Support Role appointments at COLAI are subject to an enhanced Disclosure and Barring Service check, two satisfactory references and medical clearance.

Due to the nature of the role the post holder is required to:

- Work up to 5 working days in August each year including but not limited to Public Examination Results' days.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Date of issue:

Signature of Post holder:

Signature of Principal:

Person Specification

Job Title: Exams Officer

	Essential	Desirable
Qualifications		
5 GCSE A-C (or equivalent) including English Language and Mathematics	□	
Level 1 (or experiential equivalent) IT User qualification	□	
Educated to degree level (or experiential equivalent)		□
Evidence of professional development and networking through a relevant body (e.g. The International Examination Officers' Association and or the Exams Office).		□
Experience		
Between 2 and 5 years of experience in an administrative role that requires compliance with external regulatory and or statutory bodies.	□	
Between 2 and 5 years of experience in a broadly comparable public examination administration role		□
Experience of using, setting up, maintaining and developing administrative systems		
Experience of using a computer database	□	
Experience of using the Education database system SIMS		□
Experience of creating standard and bespoke reports from a proprietary computer based database product	□	
Experience of creating standard and bespoke reports from the Education database system SIMS		□
Experience of creating professionally presented reports about data analysis and trends using proprietary computer based spreadsheet software in association with a word processing and or presentation	□	
Experience of creating professionally presented data based reports using Pivot Tables within Microsoft Excel in association with Microsoft Word and or PowerPoint.		□
Experience of maintaining accurate records (both computer and paper)	□	
Experience of working with members of the general public		□
Experience of working within a school		□

Skills		
Well-developed keyboard skills (e.g. touch typing)	<input type="checkbox"/>	
Accurate key board skills of 50 wpm		<input type="checkbox"/>
Competent user of at least one proprietary computer based office software email product	<input type="checkbox"/>	
Competent user of Microsoft Outlook		<input type="checkbox"/>
Competent user of at least one proprietary computer based office software internet browser and search engine	<input type="checkbox"/>	
Competent user of Internet Explorer and/or Chrome and Google		<input type="checkbox"/>
Proven track record of attention to detail and accuracy	<input type="checkbox"/>	
Competent user of at least one proprietary computer based office Word Processing product	<input type="checkbox"/>	
Competent user of Microsoft Word		<input type="checkbox"/>
Competent user of at least one proprietary computer based Spreadsheet product including competency in data manipulation and generation of tabulated and graphical reports.	<input type="checkbox"/>	
Competent user of Microsoft Excel including competency in data manipulation and generation of tabulated and graphical reports using Pivot Tables.		<input type="checkbox"/>
Advanced administrative skills (setting up, maintaining and developing administrative systems).	<input type="checkbox"/>	
Well-developed personal organisational and time management skills including the ability to prioritise own workload	<input type="checkbox"/>	
Able to work with minimal supervision and to use initiative	<input type="checkbox"/>	
Well-developed written and verbal communication skills	<input type="checkbox"/>	
Able to communicate effectively and tactfully with a wide range of people	<input type="checkbox"/>	
Ability to develop good professional working relationships with external bodies including but not limited to examination boards (e.g. AQA, Edexcel, OCR, Pearson) and examination related organisations (JCQ and Ofqual).	<input type="checkbox"/>	
Ability to understand and articulate, for the purposes of conveying understanding and enforcement, complex administration requirements and standards set by external bodies (e.g. examination boards) to people throughout the School regardless of their position in the hierarchy.	<input type="checkbox"/>	
Ability to develop good relations with staff and pupils and the wider school community.	<input type="checkbox"/>	

Ability to work under pressure to deadlines while maintaining a positive, professional attitude	□	
Ability to work hard under pressure while maintaining a positive, professional attitude	□	
Ability to organise and prioritise workload and work on own initiative	□	
Equal Opportunities		
Understanding of different social backgrounds of students		□
Understand the needs of bilingual students		□