

**Examinations/Administration Officer**

Detailed Job Description

Core Purpose of the Role:

# Examinations, Data & Reporting

* Responsibility for the administration and organisation of both public and internal examinations for the academy and for the management and maintenance of associated academy data
* Liaise with HODs in finalising student entries, ensuring timely return of disseminated paperwork
* Responsible for the submission of examination registrations, entries, and other relevant tasks for external exams to the Awarding Bodies for all public exams
* Arrange for all internal and external examinations, including rooming, timetabling, deployment & management of invigilators and dissemination of information to staff, students and parents within JCQ guidelines and academy policy, liaising with other staff as necessary
* Remedy any exam clashes and make appropriate provisions for students within JCQ guidelines
* Receive, check, sort and secure external examination papers as they arrive and be responsible for examination stationery in line with JCQ regulations
* Check, pack and arrange the despatch of all external examination papers by relevant authorised means
* Ensure examinations are conducted to the standards required by the JCQ
* Be responsible for the daily running of public examinations including seating plans, candidate numbers and organising all requirements of any practical exams
* Inform the relevant staff about arrangements that need to be made for furniture set up in the main hall, the gyms and/or other examination rooms
* Brief students on examination systems, procedures, and conduct
* To produce guidelines for staff and students, including exam session conduct guidelines to all students and staff
* To collate and distribute statements of entry to students and exam timetable
* Collaborate with the SENCo in making appropriate access arrangements for students with special educational needs; ensuring provision for students with access arrangements and special consideration requests are implemented
* Monitor exam attendance and take appropriate action in liaison with the attendance and pastoral team
* Arrange re-marks, reports and enquiries about exam results with the examination board; to manage access to script requests and to ensure information on all these services is available to staff and students
* Provide relevant statistics on examination entry and examination results to the Senior Leadership Group (especially on the day of restricted release of results) and to other colleagues as required
* To ensure there is a full complement of trained exam invigilators and to manage the work of other staff who are deployed during the exam season
* To ensure release of exam results, deal with queries and requests for re-marks
* To manage the distribution of exam certificates
* To analyse and provide exam data as required
* To liaise with the Finance Department as required

# Cover

* Manage the staff cover system to ensure continuity in teaching and learning.
* Maintain records on covers completed by individual staff to ensure that regulations are adhered to
* Liaise with supply and recruitment agencies in engaging appropriately qualified supply staff to cover absences and temporary vacancies.
* Organise the appropriate deployment of teachers, supply staff and cover supervisors to cover absences and emergencies.
* Provide staff with cover details at the start of the day and when emergencies occur
* Act as the main point of contact for any problems that may occur in relation to cover.
* Provide necessary materials to staff including registers and resources.
* Provide a daily cover sheet, updated as required, to relevant areas and members of staff.
* Monitor the effectiveness of supply staff as per academy policies and procedures, informing her/his line manager of any concerns.

# Census

* To ensure the SIMS system is updated with the required information for the school and post 16 censuses.
* To distribute reports and work with other staff to ensure accurate information is prepared.
* To prepare and submit the school censuses accurately and on time.

# Other

* To carry out any other tasks as reasonably requested by the principal or line manager.
* To follow academy policies & procedures especially those relating to Child Protection & Safeguarding.
* To support the ethos of the academy.

**Person Specification**

|  |  |
| --- | --- |
| **Criteria** | **Essential/Desirable** |
| **Qualifications and Training** | |
| Good general education up to ‘A’ Level or equivalent | E |
| Professional Experience |  |
| Proven experience in a role of responsibility | E |
| Experience of the public examination system | E |
| **Professional Knowledge and Understanding** | |
| Up-to-date knowledge of national examinations practice and procedures | D |
| Good working knowledge of databases, spreadsheets and relevant software, including SIMS | E |
| Awareness of policies and procedures relating to child protection | E |
| Knowledge of relevant legislation (e.g. Health and Safety, GDPR) | D |
| **Abilities and Skills** | |
| High level of ICT skills | E |
| Ability to work accurately, with meticulous attention to detail | E |
| Ability to prioritise and organise effectively | E |
| Ability to meet deadlines | E |
| Ability to develop innovative practice | E |
| Good judgement | E |
| Very good communication skills, both verbal and written, with adults and children | E |
| Ability to understand data effectively | E |
| Ability to maintain appropriate relationships | E |
| Ability to deal with all people (colleagues, parents, students, Examination Board personnel, supply agencies) in a polite and courteous manner | E |
| **Personal Qualities** | |
| Adaptability, reliability, dedication and commitment | E |
| Willingness to develop professionally and undertake further training, as required | E |
| Integrity and discretion | E |
| Good role model to colleagues and students | E |
| Reflective, sensitive and flexible | E |
| Initiative and creativity | E |
| Willingness to become involved in the Academy as a community | E |
| Resilience | E |
| Excellent record of punctuality and attendance | E |
| Evident enjoyment in working with young people | E |
| Presence and enthusiasm | E |
| Commitment to equal opportunities and inclusion | E |