

***Job Description***

Post Title: Exams and Assessment Officer

Salary: Grade G (Points 19-27) £18,746 - £24,174 pro-rata

Actual pro-rata salary band: £17,246 - £22,240 per annum

Hours: Full Time, Term Time Only plus four weeks

Reporting To: Principal/ Vice Principal – Curriculum

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| Key Activities - Data |
| Maintain student e-records on the Academy database. Instigate and co-ordinate periodic checking of data and updating the database with new students’ data and leavers procedures for the whole Academy including the 6th Form.  To assist in the process of the maintenance of the Academy timetable and Options process so that timetables and Options for students and staff are updated when necessary and accurate group lists are maintained.  Deal with room changes for teaching groups as required identifying and allocating alternate rooms.  To assist the member of staff responsible for Assessment, Recording and Reporting  in the collection, inputting, and reporting of Key Stage and baseline/ standardised test  results.  Conduct analysis of data in liaison with line manager, compiling reports and identifying key trends and issues to be addressed. Prepare returns for a range of external agencies.  Attend meetings as appropriate and take minutes and prepare papers as necessary. |
| Key Activities - Examinations |
| Advise Leadership Team and staff on examination timetable and application procedures as set by various examination boards.  Produce an annual calendar for all examinations and communicate regularly with staff concerning imminent deadlines and events. Identify and manage any potential calendar clashes and ensure all deadlines are met.  Ensure candidates and their parents/carers are informed and understand the examination timetable.  Liaise with staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.  Arrange appropriate cover, location and setting out of furniture for examinations and engage invigilators and amanuensis as require. Book rooms and ensure all areas are  appropriately equipped.  Ensure invigilators are appropriately vetted and trained  Provide and confirm detailed data on submitted entries.  Receive, check and store securely all examination papers and completed scripts.  Make applications for special consideration using the JCQ Special Consideration Regulations and Guidance relating to candidates who are eligible for adjustments in examinations.  Dispatch examinations papers to examiners using appropriate trackable system.    Arrange dissemination of examinations results and certificates to candidates.  Deal with any appeals/re-mark requests.  To assist the Registrar in the collection, transmission and receipt of examination entries, results and other data and to ensure that the appropriate Code of Conduct is adhered to for each element of the examination process.  To contribute to the development of MIS across the Academy by monitoring and suggesting improvements and implementing agreed changes.  To keep abreast of all legislation and amendments to examinations procedures and inform ALT on potential difficulties. |
| Key Activities – General |
| To maintain accurate Academy/administrative records and filing systems.  To provide and be responsible for clerical duties on specific administrative areas as allocated to the post using a variety of standard office equipment.  To cover for absent colleagues as requested.  To undertake other duties that the Principal may reasonably request.  This job description sets out the key outcomes required. It does not describe in detail the tasks and activities to be done to achieve these outcomes. |
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| All support staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, in pursuance of raising student achievement and effective team working. Admin Team Members will also:   * Model the ethos and vision for the Academy * To continue personal professional development as required * To actively engage in the performance review process * Support whole Academy acts of worship and prayer for the day.   It is important that all staff recognise that they are an integral part of the Academy and have a duty to contribute to its overall effectiveness both within their specific areas and beyond.  It is the vision of the Academy to involve all support staff in the life of the Academy and in particular in supporting students as House Tutors, Mentors and other appropriate ways.  Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description and to undertake all duties reasonably requested by their line manager in a manner consistent with the vision of All Saints’ Academy.  The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |