
JOB DESCRIPTION

Job Title: Examinations Officer
Grade: C1 SCP 12-17
Reporting to: Principal/Business Manager

Job Purpose:

The purpose of this post is to ensure the integrity of the Academy as an examination centre, to be responsible for the smooth running and administration of all examinations, tests and controlled assessments.

Responsibilities:

- To manage a full range of administrative tasks for the examination process:
 - Keeping detailed real time records, showing examination entries for all students.
 - Dealing with the requirements of examination boards for the effective administration of examinations and providing relevant statistical reports as required.
 - Liaising with examination boards in respect of administration of entries, coursework requirements, conduct of examinations and results. Submitting all entries and ensuring that examination boards/authorities are aware of any special requirements for students and that the appropriate provision is made.
 - Providing accurate timetables to include dates, times, venues and number of candidates for all external and internal examinations.
 - Ensuring that all students, staff and parents are aware of and comply with the regulations for external and internal examinations and liaising with students/parents in respect of results, enquiries and appeals.
 - Creating seating plans, organising examination rooms and arranging safe and secure storage of examination materials and question papers, in accordance with relevant regulations.
 - Facilitating exam invigilation, ensuring that invigilators are properly briefed on procedures.
 - Providing support in school on examination results days.
 - Making external examination arrangements for private candidates where appropriate.
 - Ensuring certificates are checked and distributed appropriately.
 - Keeping up to date procedures and regulations for external examinations ensuring attendance at appropriate awarding body and in-service training meetings.
 - Record keeping, filing, data input/retrieval, photocopying and shredding as required.

General:

- Communicating effectively with staff, parents/carers via written communication and on the telephone.
- Using IT applications and databases effectively to deliver high quality, prompt and efficient administration tasks.
- Working with, and supporting academy policies and procedures.
- Engaging in training and professional development as appropriate.
- On occasions, undertaking work outside normal office hours in order to meet the variable nature of workload deadlines and to support academy events.

- Having a commitment to collaborative and co-operative working.
- Working as a team member, identifying opportunities for working with colleagues and sharing the development of effective practice with them.
- Working in other roles within the wider administration team as required.
- Performing other relevant tasks as directed by senior leaders.

Personal Responsibilities:

- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the Trust's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout TGAT.
- To willingly engage with training as required by the academy.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of the Trust.
- The Trust operates a No Smoking Policy.

The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.