

GLF Schools Job Description

Job Title	Exams Officer	Job Reference	AUREO2021
Salary	Specialist Point 8	Date Posted	January 2021
Responsible To:	Deputy Head	Responsible for:	NA
Location	Aureus School	Travel required	No

Core purpose

- To be responsible for the administration, organisation and smooth running of all internal and external examinations ensuring compliance with the annual awarding body and Joint Council for Qualifications regulations.
- Maintain security and confidentiality of systems.
- Act as a source for advice and information regarding all matters relating to examination and assessment administration, developing and maintaining good working relationships with colleagues.
- To be responsible for the Examination Administrative Assistants. Ensure effective communication procedures are in place for students, parents, carers and colleagues.
- Attend Examination Officers` and awarding body meetings and courses. Liaise with Headteacher's PA to recruit and train a team of external invigilators.
- Use of SIMS Examinations module and A2C electronic transfer system.
- Coordination of annual Year 7 MidYIS onscreen test in September.
- Update Examination Policies and student Examination Information booklets annually.
- Ability to work to deadlines, being organised and planning ahead.
- Other administration duties as required.

Key Accountabilities

External Examinations

- Ensure students have been allocated a candidate number on SIMS from Year 9 and results are attached to student profiles.
- Liaise with awarding bodies and Learning Records Service to resolve Unique Learner Number [ULN] and Unique Candidate Indicator [UCI] issues, if raised.
- Deal with information and requests from awarding bodies and distribute to appropriate colleagues throughout the year via an Examination Bulletin and emails.
- Familiarisation of, and adherence to OCR / ACA / NCFE / EDEXCEL / JCQ regulations and dissemination of information to invigilators and colleagues.
- Distribute Centre Assessed Mark Sheets and Coursework Mark Sheets when received from awarding bodies and co-ordinate return.
- Liaise with Heads of Faculty/Department and awarding bodies regarding entries and amendments, ensuring all deadlines are met.
- Maintain records of entry late fees and withdrawals.
- Check Parent Pay for receipt of examination fees and chase outstanding fees.
- Check invoices from awarding bodies and liaise with Finance regarding payment.
- Liaise with Heads of Faculty/Department regarding resit letters to students.
- Deal with queries from current and former students, as well as parents and carers, regarding examination issues.
- Distribute examination certificates to students in school and obtain evidence of receipt for school records.
- Inform leavers that certificates are available for collection in November.

- Download awarding body base data via electronic data interchange and input to SIMS Examinations module.
- Use A2C migration system to exchange data with awarding bodies.
- Liaise with SENCO, Heads of Faculty, and SLT to ensure accurate records and evidence are held for all students requiring Access Arrangements or Special Consideration.
- Raise requests and applications with awarding bodies by deadline.
- Check stationery and examination papers on arrival at school and maintain security of such items. Attend Year Assemblies to give information on examination regulations, procedures and deadlines to students.
- Compile and publish overall season timetables. Distribute individual student examination timetables and resolve any clashes.
- Ensure secure arrangements in certain circumstances for students.
- Liaise with Headteacher's PA to recruit and train invigilators.
- Manage invigilators and Lead Invigilators throughout the year arranging JCQ safeguarding and first aid awareness training and update sessions, as required.
- Hold social/feedback sessions at school during December and July.
- Coordinate duty assignments.
- Record number of hours worked by external invigilators and sign off timesheets for Finance to enable payment of salary on monthly basis.
- Maintain record of hours worked each season and invigilation costs.
- Liaise with Headteacher's PA regarding rooming for examinations in terms of cover issues.
- Undertake invigilation duties, when required.
- Start all examination sessions, briefing invigilators each day before the start.
- Ensure OCR / ACA / NCFE / EDEXCEL / JCQ regulations are in place and students are advised of possible malpractice issues.
- Check attendance and contact families where students are missing at the start of examination.
- Produce and publish seating plans and retain alongside attendance registers for inspection and post results purposes.
- Liaise with Premises team to ensure rooms are set out for examinations as per OCR / ACA / NCFE / EDEXCEL / JCQ regulations.
- Update examination policies for LMT and Governors and information booklets for students annually.
- Deal with incidents of malpractice or misconduct during examinations and assessments and liaise with the Headteacher.
- Notify awarding bodies and parents or carers, where necessary. Check completed examination scripts against attendance registers, pack them and pass them to Reception for collection by Parcelforce courier; proof of collection must be retained in school. Secure storage of parcels to be managed overnight if not collected.
- Co-ordinate, check and pack all coursework and pass to Reception for posting; record of posting must be retained in school.
- Maintain Examination Notice Boards in school with relevant information and publish on the school website, as appropriate.
- Work with LMT during summer holidays to download results via EDI on the day prior to students receiving results the following day in August, plus working on other days for post results service requests.
- Deal with post-examination enquiries and appeals from August publication through to the deadline in September.
- Keep record of all requests and outcomes, changing SIMS data where grades have been affected.

- Liaise with LMT and Heads of Faculty/Department to collate requests for internal examinations and produce timetables for approval and publication.
- Arrange external invigilation, where required, and rooming.
- Attend local Examination Officers` Network Group meetings and awarding body courses and meetings.

Internal Examinations:

- Lead the coordination of the subject departments in producing timetables of annual examinations for Years 7 to 13.
- Ensure room use, seating, invigilation arrangements and distribution of information to staff and students relating to internal examination arrangements, liaising with Heads of Departments as necessary.
- Lead the coordination, administration and delivery of the annual examinations. Controlled Assessments and Coursework: Map and monitor the execution of controlled assessments across the school during the academic year.
- Advise subject leaders as to protocol and procedures regarding controlled assessments and coursework. Complete final administration and posting of controlled assessments and coursework.

Personal Responsibilities

- Observe confidentiality as required in the role.
- Playing a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Actively promoting school policies and procedures.
- Responsibility for own continued professional development.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Attending meetings scheduled in the school calendar punctually.
- Support the aims and ethos of the school as defined in the staff handbook and school prospectus.

Personal Development / Continuing Professional Development

- Fully participate in the school's appraisal process
- Taking responsibility for own continued professional development – ensuring at least two PDP / Professional development activities a year
- Evaluate own performance regularly
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others.

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.