

Job Description

Job title:	Exams Officer	Contract Type:	Permanent, Term-time plus 3 weeks
Responsible To:	Senior Lead for Exams	Salary Range	FTE £41,964 - £42,961 Pro-rata- £30,040- £39,874
Location:	St Pauls Way Secondary School		

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach - educating from nursery to university and beyond - to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

ROLE SUMMARY:

1. To be responsible for the full administration and organisation of external and internal examinations in accordance with the regulations laid down by the awarding bodies
2. To deputise for the SLT lead for Exams in their absence
3. To oversee the implementation of access arrangements for the school examinations
4. To oversee and manage the training and work of the Deputy Exams Officer and the school invigilation team.

MAIN RESPONSIBILITIES:

1. Implementing the school's examinations system through effective procedures both working autonomously and in liaison with senior management.
2. Liaising with the KS4 DOL, YTL and HOFs regarding entries and other exams related matters
3. Line management of the Deputy Exams Officer.
4. Line management of 12 to 15 in house invigilators, with the support of the Deputy Exams Officer
5. Submitting entries for external examinations and predicted grades to awarding bodies in advance of deadlines.
6. Ensuring the safe receipt/custody/security and organisation of examination stationery and materials, including question papers, in accordance with examination (JCQ) regulations.
7. Leading and ensuring the safe storage of pupil personal data within the school and external systems with respect to exams access arrangements.
8. Overseeing the secure collection and dispatching of worked scripts in accordance with the JCQ regulations.
9. Leading the recruitment process for the school's invigilation team.
10. Supervising the deputy exams officer with overseeing the team of invigilators and their deployment during exams.
11. Providing training to the Examination team every year based on the updates from JCQ.
12. Ensuring the team of invigilators have received guidance on SPWT safeguarding processes and have appropriate lanyards
13. Creating the rota, booking and deploying the invigilators in accordance with the regulations and in event of any issues with coverage.
14. Arranging and overseeing invigilation and supervision in line with regulations
15. Taking lead decisions with regard to examination practices and regulations during the internal and external examinations.
16. Lead on the schools access arrangements including reviewing and updating the school's access arrangements policy as required.
17. Supervise the Deputy Exams Officer's work with the AEN team to ensure that the access arrangements are completed appropriately and in accordance with the school's policy.
18. Leading on the safe storage of pupil personal data with respect to access arrangements.
19. Administer the strategy for examination clashes in accordance with regulations.
20. Co-ordinating resources, e.g. English stock for exams, sound system for MFL etc
21. Managing the daily running of external examinations. This includes ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.
22. Arranging external examinations for non-curriculum subjects, including community languages.
23. Organising the examinations rooms in accordance with regulations.
24. Briefing candidates on examination regulations using the written guidelines for staff and students; ensuring candidates are aware of their own examination timetables as and when required.
25. Making arrangements for internal examinations, including the production of the timetable, rooming and invigilation.
26. Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
27. Being present in school on the days when results are notified, and overseeing the distribution of results to candidates.
28. Co-ordinate and manage the logistics of the examinations aspect of results days.
29. Leading on enquiries regarding results and requests for return of scripts, for staff and students.
30. Overseeing the checking and distribution of certificates/results.
31. Processing enquiries about results and requests for return of scripts.
32. Ensuring that costs of retakes, enquiries about results etc are reimbursed by candidates/departments as appropriate.

33. Ensuring comprehensive procedure notes are compiled for key tasks.
34. Providing a centre timetable including dates, times, venues and number of candidates for the Senior Leadership Team.
35. Keeping up to date with the DFE and Ofqual publications.
36. Updating the Senior Leadership Team on any changes coming to life regarding examination process.
37. Providing training and support to partner school's examination team.
38. Making sure the partner schools are successful in their JCQ inspection.
39. Liaising closely with the Senior Leadership Team over issues of invigilation.
40. Support with whole school events as needed, such as Achievement Evenings, Open Evenings and other similar events.

Additional requirements

1. The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
2. Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
3. The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
4. Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
5. Complete any training required to improve performance and take part in the school performance management systems (where relevant).
6. Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.

STAFF DEVELOPMENT

1. To continue personal development in the relevant areas.
2. To engage actively in the Performance Management process.
3. Participate in whole school and CPL programmes.

COMMON ROLES OF ALL THE TRUST MEMBERS

Leadership: Vision and Values

1. Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust. □ To ensure equal opportunities for all.
2. To be committed to safeguarding and to promoting the welfare of all young people.
3. To assist in the development of a culture and environment in which young people thrive and to drive innovation.
4. To drive up educational standards, promote life-long learning and continually improve outcomes for all.
5. Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

Leading and Managing Others and Self

1. Take responsibility for the day-to-day management of designated staff.
2. Develop and maintain a culture of high expectations for self and others.
3. Regularly review own practice, set personal targets and take responsibility for own development.
4. Actively engage in the performance review process.
5. Work within the Trust's health and safety policy to ensure a safe working environment for staff, students and visitors.
6. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
7. Adhere to Trust policies and procedures.

General

1. Check that information required by various internal and external bodies is produced within the given time scale and is of excellent quality.
2. Ensure that communications are responded to in a timely manner and agreed deadlines are met.

Equality and Diversity

1. The School has a strong commitment to achieving equality in its service to pupils, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety

1. The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Safeguarding

1. Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.
2. Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.

This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation

JOB DESCRIPTION AGREEMENT

The above job description may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school, the Trust. And the local authority.

HEALTH AND SAFETY

The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Signed _____ Date

Post holder

Signed _____ Date

Executive Headteacher

Person Specification

Exams Officer

Knowledge and Experience	Essential	Desirable
<ul style="list-style-type: none"> Math and English GCSE A*- C 	✓	
<ul style="list-style-type: none"> Experience of working in the Education sector for at least 2 years 		✓
<ul style="list-style-type: none"> A proven track record of at least 2 years' of competency and accuracy in the use of ICT systems and packages. 	✓	
<ul style="list-style-type: none"> Extensive experience of creating, maintaining and analysing computerised databases e. g. Excel; Access 		✓
<ul style="list-style-type: none"> Proven administration experience 	✓	
<ul style="list-style-type: none"> Ability to carry out instructions and work with minimum supervision and equally to work under pressure 	✓	
<ul style="list-style-type: none"> Ability to communicate well in writing and face to face with all stakeholders 	✓	
<ul style="list-style-type: none"> Experience of using Sims, Serco (CMIS) or equivalent 	✓	
<ul style="list-style-type: none"> Experience of administration at a high level. 		✓
<ul style="list-style-type: none"> Experience of working in a secondary school or post-16 environment. 		✓
<ul style="list-style-type: none"> Experience of working in a confidential environment. 		✓
<ul style="list-style-type: none"> Good understanding of the school's current and future examinations needs 		✓
<ul style="list-style-type: none"> Good knowledge of Microsoft Office 	✓	

Skills and Abilities	Essential	Desirable
<ul style="list-style-type: none"> Highly developed organisational skills 	✓	
<ul style="list-style-type: none"> Sound time management skills, including ability to determine priorities and deal with conflicting deadlines. 	✓	
<ul style="list-style-type: none"> Ability to work under pressure in the School environment 		✓
<ul style="list-style-type: none"> Ability to maintain effective and accurate records. 	✓	
<ul style="list-style-type: none"> Ability to work independently and take initiative when appropriate. 	✓	
<ul style="list-style-type: none"> A clear understanding of the necessity for maintaining strict confidentiality, where appropriate 	✓	
<ul style="list-style-type: none"> Ability to pay close attention to detail 	✓	

<ul style="list-style-type: none"> Ability to produce and collate reports and publication materials 		✓
<ul style="list-style-type: none"> Ability to inspect and monitor reports, minutes and to take actions to remedy any problems identified 	✓	
<ul style="list-style-type: none"> An understanding of numerical data 	✓	

Personal Qualities	Essential	Desirable
<ul style="list-style-type: none"> Excellent interpersonal and communication skills (both oral and written) 	✓	
<ul style="list-style-type: none"> Ability to deal with staff, pupils, parents and outside agencies, including the ability to promote the image of the School. 		✓
<ul style="list-style-type: none"> Ability to work constructively as part of a team, understanding school roles and responsibilities and the post holders' position within these 		✓
<ul style="list-style-type: none"> An understanding of the necessity for maintaining strict confidentiality, where appropriate. 	✓	
<ul style="list-style-type: none"> Experience, or empathy with, working in a multicultural environment 	✓	
<ul style="list-style-type: none"> Willingness to undertake further training as required. 	✓	
<ul style="list-style-type: none"> A commitment to continuous professional development 	✓	

Other	Essential	Desirable
<ul style="list-style-type: none"> Commitment to equality of opportunity and the safeguarding and welfare of all students 	✓	
<ul style="list-style-type: none"> To undertake, within reason, other various responsibilities as directed by the line manager and senior leadership team 	✓	
<ul style="list-style-type: none"> This post is subject to an enhanced Disclosure & Barring Service check 	✓	