

POST TITLE: Exams Officer

REPORTS TO: School Business Manager

OPERATIONAL RESPONSIBILITY FOR: Data Manager and Exam invigilators

GRADE: Scale P02 Point 29-32

SALARY: £34,884 - £37,722

Actual Salary (pro-rata) £30,950 - £33,468

WORKING HOURS: 8am - 4pm, Term time + 1 week

Purpose of the post

To ensure effective, high quality examinations provision for the whole school. To provide data and analysis of examination entries, results and outcomes. To ensure all examinations, both internal and external, are administered and conducted appropriately and effectively.

Main duties and responsibilities

To ensure that the school as an examination centre meets all the statutory requirements and recommendations, procedures and deadlines laid down by The DFE, JCQ NAA and the examination boards.

To organise all stages and processes in the internal and external administration of the school examinations, with little recourse to others. This includes both computerised paperwork (i.e., making entries, producing registers/timetables, completing online forms, downloading web-based information) and practical matters (such as booking and setting up rooms, organising special arrangements) and ensuring appropriate invigilation is in place.

To liaise with appropriate Curriculum Team Leaders with regard to the relevant examination boards and syllabus studied to examination level. To establish the number of entries at each tier and to process entries, to include all modular exams taken throughout the year.

To be responsible for the management, recruitment and training of exam invigilators and allocate them accordingly. To provide exam invigilators with invigilation timetables in advance of examinations, including mock exams, end of year exams for other year groups, as well as all public exam sessions.

To be responsible for the implementation of statutory procedures and recommendations relating to exams (including special arrangements) from the DFE, Joint Council for Qualifications, National Assessment Agency, Exam Boards and other relevant agencies are implemented and followed on a timely basis. In collaboration with the SENCo and Curriculum Team Leaders complete applications for access arrangements and special consideration for SEN students ensuring that these students have all the support they are entitled to for their exams.

To provide and present relevant exam information to candidates (i.e., carry out student exam briefings and assemblies) and to parents (e.g, attend Year 11 parents Evenings).

To provide and be responsible for the analysis of examination results and to present this information to the LEA, governors and teaching staff, including presentation to the governors sub- committee for policy and curriculum.

To receive and sort examination papers, ensure their safe storage in a secure room and ensure the safe and efficient despatch of scripts and other materials to the examination boards, examiners and moderators in accordance with JCQ rules.

To liaise with the examination boards throughout the academic year to provide updated information regarding syllabuses, deadlines for entries and coursework and any other relevant information (e.g, student guides) for Curriculum Team leaders/student/parents.

To be responsible for the daily running of public examinations including practicals, overseeing the use of school facilities for examinations and to liaise effectively with all affected curriculum areas and the site team.

To manage and run hall bookings for the school and to liaise with the site supervisory staff regarding preparations for examination rooms and to oversee alternative arrangements for classes who are displaced as a result.

To develop, maintain, implement and adhere to exams policy, re-sit policy and exam risk assessment for the school (in conjunction with the Deputy Head).

To work efficiently on any queries, re-mark requests and missing marks following results day, including assisting students in clarification of grades, making contact with exam boards and colleges as necessary.

To be responsible for the school's exam budget.

To ensure the school meets all its statutory duties in the reporting of results and to keep abreast of government policies and initiatives regarding pupil achievement and tracking.

To work closely with the Leadership team and line manage the data officer to process data. Be innovative in creating and developing ways of using data to enhance pupil achievement, enable staff and governors to monitor and track pupil achievement.

To work closely with the Leadership team to create the timetable for the academic year, also monitor room changes and updates throughout the year, including creating individual timetables for new students.

To be available in the summer holiday for the publication of external exam results and subsequent appeals process.

Such other duties within the competence of the post holder, which may be reasonably required from time to time.

EQUALITY AND DIVERSITY

We are committed to, and champion, equality and diversity in all aspects of employment with Eastlea Community School. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

SAFEGUARDING CHILDREN

Eastlea Community School is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures

An enhanced current DBS clearance is a necessity for this post.

Person Specification for Exams Officer

Attributes Essential	Desirable	How the selection criteria will be assessed
Qualifications <ul style="list-style-type: none"> • 5 A*-C GCSEs, including Maths and English or equivalent. 	<ul style="list-style-type: none"> • Educated to A level standard • A relevant IT qualification at intermediate level or above (e.g. European Computer Driving Licence ECDL) 	Application form
Professional Experience Knowledge and Understanding <ul style="list-style-type: none"> • Knowledge and experience of the school examination process including how it is administered and conducted. • Basic understanding of the school, local government and central government structures and how they interrelate. • Experience of working closely with senior members of staff within the organisation • Experience of keeping management data records. • Assisting with carrying out data analysis and report production. • Budget control experience • Understanding of the Data Protection Act 2018 	<ul style="list-style-type: none"> • Knowledge of the Headteacher and Strategic leadership team's role in the running of the school. • Knowledge of the role of the DFE and OFSTED and how they relate. • Experience of working in data management capacity within education. • Experienced in the use of SIMS or similar database management to record student attainment and progress. • Specific knowledge of the procedures and regulations of school examination boards. • Experience of managing and exam invigilation team. • Understanding of the needs of SEND students in relation to examinations • Line management experience. • Knowledge of school timetabling. 	
Abilities and Skills <ul style="list-style-type: none"> • Excellent communication skills, both written and oral, with the ability to produce confidential correspondence, documents, reports and communications. • High level IT skills (Excel, Word, SIMs system, Timetabling programs, email, diary management and internet). • Familiarity with school performance data systems such as 4Matrix. 	<ul style="list-style-type: none"> • Experience of securely handling and maintaining sensitive confidential information. • Ability to draft own correspondence and documents. 	Application form and Interview

<ul style="list-style-type: none"> ● Ability to analyse, understand and interpret data & information. ● Ability to work accurately with meticulous attention to details. ● Ability to respond proactively to unexpected problems and situations. ● Ability to demonstrate initiative ● Ability to Maintain accurate and efficient record keeping systems. ● Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date. ● Ability to relate well to children and adults. 		
<p>Personal Qualities</p> <ul style="list-style-type: none"> ● Ability to present a confident and professional manner at all times. ● Excellent interpersonal and communication skills. ● Ability to work effectively under pressure. ● A flexible and positive approach to work. ● Knowledge of, and commitment to, Equal Opportunities. ● Maintenance of confidentiality. ● Willingness to undertake relevant training. ● Ability to build and maintain effective working relationships across the school. ● Good negotiation skills and ability to balance and resolve conflicting requirements/demands. ● Willingness to work flexibly to meet the needs of the service and ensure deadlines are met. 		Application form and Interview

Selection Criteria:

Applicants will need to demonstrate that they possess the personal aptitudes, abilities, skills, knowledge, experience, education and qualifications outlined in the person specification above. A statement addressing each of these characteristics is essential. (Note: Please address each selection criteria individually, providing demonstrable evidence in support of your claims)