

Job Description



Job title: Exams Officer
Reports to: Data Manager
Location: Leigh Academy Bexley

Job purpose

- Responsible for the management and administration of all school external and internal examinations.

Principal Duties and Responsibilities:

- To process exam entries in an accurate and timely fashion
- Ensure the exam process has integrity and Joint Council for Qualification (JCQ-CIC) regulations are applied consistently.
- To liaise with Heads of Department and Teachers over exam requirements
- Ensure that students are given all the necessary relevant information about examination entries, the dates and time of the examinations, conduct during examinations and the collection of results and certificates and that this information is given in good time
- To liaise with the different Exam Boards and regulatory organisations keeping up to date with the necessary policies, procedures, rules and regulations
- Deal with issues relating to appeals, post result services and other administrative issues such as students who miss examinations through illness or who require special consideration and access arrangements
- To publish information for students regarding their exams
- To liaise empathetically with students and their families
- To assist, the Data Manager with reports of exam results for staff and the Department of Education & Children
- To prepare and deliver examination assemblies to students.
- Co-ordinate the team of invigilators, including recruitment, training, management and deployment of invigilation staff
- Make appropriate timetabling and room arrangements ensuring proper examination invigilation is in place
- To organise appropriate IT support for relevant exams
- To assist the Data Manager resolve any anomalies with examination results download
- To distribute to Students exam results and to advise on procedures for raising queries
- To work with Heads of Department in the submission of coursework/controlled assessment.
- Ensure all examination papers and stationery are safely stored on arrival at the school and relevant records made, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately.
- To ensure that all exams are run in accordance with published regulations, recording and reporting incidents and malpractice as appropriate
- To arrange re-sits and to collect all fees arising where appropriate
- To manage the EAR process and relevant fees
- To direct the work of an assistant who will attend to exam administration
- To attend to all other exam related tasks under the direction of the school Leadership Team

- To develop and oversee the writing and implementation of relevant policies (e.g. the examinations policy)
- After examinations have been completed, ensure the receipt, accuracy and delivery of certificates to students

General Duties:

- Attend relevant training to update skills in the use of software relevant to the post.
- Assist in the maintenance of good relationships with staff, parents, governors, contractors, external agencies and other visitors to the school in order to promote the objectives of the school.
- Attend and participate in meetings relevant to the responsibilities of the post
- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
- Maintain a professional standard of conduct, dress and presentation at work
- Provide administrative support including cover for other members of the Admin team as necessary.
- Undertake any other duties in connection with the level of the post. Ensure the efficient and effective running of the department.
- Take account of the published aims and objectives of the school in all matters.
- Ensure the care of furnishings, fittings and equipment shared with other users
- To carry out any other duties as may reasonably be requested by the Head Teacher

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day to day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan including up to date technical knowledge taking full advantage of any relevant training and development available

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The responsibilities outlined are in addition to the National Teaching Standards.

The academy 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.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member’s responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification

Attributes	Essential	Desirable
Relevant Experience	<ul style="list-style-type: none"> ● Experience of working in a School/college environment ● Experience of working in a busy office environment ● Experience of responding to and dealing with queries ● Working as part of a team and leading tasks/people ● Dealing with financial queries 	<ul style="list-style-type: none"> ● Exam experience and Compliance ● Experience of recruitment and management of people
Education and Training	<ul style="list-style-type: none"> ● GCSE or equivalent Maths and English ● Excellent ICT skills ● Knowledge and prior use of school MISs 	<ul style="list-style-type: none"> ● Knowledge of Arbor
Special Knowledge and Skills	<ul style="list-style-type: none"> ● Excellent communication skills both oral and written ● Positive problem solving attitude ● Confidently leading a team whilst ensuring quality 	<ul style="list-style-type: none"> ● An understanding of the examination processes

<p>Additional Factors</p>	<ul style="list-style-type: none"> ● Ability to work effectively under pressure and plan ahead to ensure processes are followed effectively ● Professionally discreet and able to respect confidentiality ● Firm, sensitive and effective approach towards student discipline. ● Confident and able to use own initiative ● Ability to build effective working relationships with colleagues in a team environment ● Ability to work under pressure and to tight deadlines ● A methodical and accurate approach with attention to detail ● Flexible approach to work ● Willingness to attend relevant training sessions ● Commitment to equal opportunities, inclusion and safeguarding 	<ul style="list-style-type: none"> ● Working hours - flexible at peak times i.e. exam season
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