

JOB DESCRIPTION

Job Title:	Exams Officer/Data Assistant	Reporting to:	Deputy Headteacher
Location:	JQA	Annual salary:	Grade 3b – Point 16 – 22
Contract type:	Full Time, Permanent	Hours of work:	Monday – Friday 36.5 hours per week

JOB PURPOSE AND RESPONSIBILITIES

To facilitate planning, administration and organisation of internal assessment and external examinations in accordance with academy policies and awarding bodies. To provide back up for cover arrangements if necessary. To provide high quality student focused care and support with regard to examinations and arrangements. To assist with the standard data collection and analysis procedures.

- To manage and develop exam/assessment procedures.
- Act as a reference point for all staff, students and examinations boards.
- Ensure current JCQ guidelines are understood thoroughly and implemented meticulously.
- Submit entries for external examinations to awarding bodies in advance of deadlines, dealing promptly with late entries and entry amendments.
- Supply students, staff and invigilators with accurate and relevant information regarding entries and dates and times of examinations.
- To arrange invigilation of internal and external examinations, manage the team of invigilators overseeing all duties.
- To ensure safe custody of question papers and organising examination stationery and materials in accordance with regulations.
- Prepare an annual schedule for internal and external examinations incorporating a timetable based on information provided by the boards and SLT and updating, as necessary.
- Provide annual exam notices for students and parents.
- Liaise with all examination boards regarding specific and general queries relating to external examinations.
- Ensure that the academy's internal administrative tasks, relating to examination procedures, are followed.
- Ensure that all post relating to examinations is distributed to the appropriate staff and students including entry and amendment information.

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- Liaise with SLT and Heads of Department regarding syllabus/specifications and component details and enter into MIS exams system, or other designated software and maintain all paper examination records.
 - Organise the collection and submission of estimated/forecast grades and coursework marks to the examination boards, in conjunction with SLT and Heads of Department as appropriate.
 - Prepare and display seating plans in advance of examinations and liaise with the appropriate staff regarding the rooming, seating and other details.
 - Liaise with the Operations Manager regarding the requirements of the academy in terms of the recruitment of invigilators and staff for examinations.
 - Liaise with the site team regarding rooming and set up requirements for exams in good time to comply with the facilities management contract.
 - Organise the administration of all examinations, including modular and mock external examinations throughout the year as follows:
 - Ensure that examination rooms are supplied with candidate numbers, question papers, stationery and the appropriate layout of desks and seating etc.
 - Ensure that non-arrivals are contacted as soon as possible.
 - Ensure that examination papers are checked on arrival and stored in a secure place at all times.
 - Ensure that, with support of teaching staff, examination regulations are adhered to at all times.
 - Ensure that examination papers are collected after examinations, sorted and returned to the nominated addresses.
 - Liaise with staff and organise appeals for external examinations with the boards, where required.
 - Download examination results from the examination boards and distribute to senior staff.
 - Organise and distribute all examination results, both modular and linear, to staff and/or students as appropriate and provide appropriate lists for teaching staff as required.
 - Receive and record the examination papers from the relevant awarding bodies.
 - To pack completed examination papers and send to the relevant awarding bodies.
 - To work with Curriculum Leaders to ensure that essential information is collected and communicated.
 - Register students on vocational, diploma courses, and appropriate tests as required.

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- Liaise with the Data Manager with regard to MIS system in relation to exam requirements. Keep the MIS course manager current.
 - To maintain confidentiality at all times in respect of academy related matters and to prevent disclosure of confidential, sensitive information in line with data protection legislation.
 - To effectively supervise, train and motivate exam invigilators and admin staff allocated to support the examinations process.
 - To work with and train other colleagues to ensure adequate cover and knowledge about the examinations system and procedures can be maintained in the event of an absence.
 - To liaise with the Admissions Officer to ensure all data relating to new students is accurate and complete.
 - Assist the Data Support Officer in the production of student reports.
 - Assist the Data Support Officer with the end of year procedures. To include tasks related to the set up of the new timetable.
 - To arrange any testing required of students upon mid-year entry to the academy.
 - Any other duties deemed appropriate to the grade and workload as requested by the Governors/Trust.
 - To participate in the operation of the academy's appraisal scheme.
 - Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

SPECIAL CONDITIONS OF EMPLOYMENT

REHABILITATION OF OFFENDERS ACT 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

HEALTH AND SAFETY

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by



their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

EQUALITY AND DIVERSITY

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

TRAINING AND DEVELOPMENT

The academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

MOBILITY

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.



Job Description Reviewed on:	October 2023
Job Description Reviewed by:	HR



<ul style="list-style-type: none"> • Presentation skills. 		
<p>Personal Attributes</p> <ul style="list-style-type: none"> • Demonstrate resilience, the ability to work under pressure and meet deadlines. • Ability to think strategically, creatively and to prioritise. • Excellent communication skills (including written, oral and presentation skills). • Excellent interpersonal skills. • A commitment to CORE Education Trust’s vision, values, aims and the objectives of its academies programme 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	

For further information about this exciting opportunity, or an informal discussion please contact:

Only those applicants submitting a [CORE Education Trust Application Form](#) will be considered. Please note that we do not accept CVs.

To apply for this role please submit your CORE Application Form to recruitment@core-education.co.uk.

For more information visit our website, core-education.co.uk/work-with-us

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CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.

HOW TO APPLY