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***Job Title:* Exams Officer**

***Location:* Winton Community Academy**

**Hours of work: 37 hours per week**

**Term time only (40 weeks) + 1 week in August for exam results (3rd week in August tbc annually)**

 **Monday – Thursday 8.00am – 4.00pm**

 **Friday 8.00am – 3.30pm**

**FTE Salary: £21,589 - £23,836**

**Actual Salary: £19,266 - £21,271**

***Reports to:* Data Manager**

**Purpose of the Role**

* To manage, co-ordinate and administer the public examinations process.
* To manage the internal examinations process
* General administrative duties.
* To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted

**Responsibilities**

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| Manage the public examination timetable for the whole academic year.* Liaise with examination boards.
* Communicate timetables with academy personnel by liaising with relevant Heads of Department.
* Manage examination entries
* Collate preliminary and actual final entries for examinations.
* Carry out any necessary amendments.
* Deal with late entries and withdrawals.
* Ensure entries are made within timescales and deadlines.
* Administer forecast grade sheets.
* Administer coursework arrangements through consultation with Heads of Departments.
* Manage any special arrangements in consultation with the relevant Special Educational Needs Co-ordinator.
* The post-holder must be a first aider.

Management of the examination sessions* Manage the timetabling of examination rooms.
* Preparation of useful documents and liaise with Heads of Departments as required.
* Organising and preparing student timetables.
* To organise exam invigilator numbers in line with Examination timetables.
* To manage Senior Exam Invigilator/Exam Invigilators.
* Training and professional development of exam invigilators.
* Work with relevant Heads of Departments to prepare briefing of candidates on conduct and expectations.
* Examination room preparation.
* Starting the examinations with other senior teaching colleagues.
* Finishing the examinations with other senior teaching colleagues.
* Administering attendance registers.
* Dealing with disruptive candidates and malpractice in conjunction with other members of staff.
* Ensuring scripts are dispatched within deadlines.
* Ensure confidentiality and security of all examination documents.

Management of the examinations results process* Co-ordinate the publication of exam result dates as required
* Brief the candidates and staff as required
* Provide relevant information for publication in the media by the Headteacher
* Ensure records are kept securely
* Deal with missing results, appeals and enquiries regarding examination results
* Assist with the initial analysis of the results as required in co-ordination with the Data Officer.

Manage the internal examination process* Assist staff in the preparation of these exams
* Prepare the internal exams timetable
* Create seating plans and liaise with the premises team around venues
* Organise and manage invigilation

Support for the Academy* Deal with any immediate problems or emergencies according to Academy policies and procedures which may include appropriate administrative tasks.
* Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection and SEN, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
* Participate in professional development training and other learning activities as required.
* To be alert to any safeguarding concerns and inform one of the safeguarding core team as soon as possible during the course of that working day.
* The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Winton Community Academy provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Winton Community Academy.**Employee value proposition:**We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.**Our values:**The post holder will be expected to operate in line with our values which are:* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:*** The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
* This 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.
* The job description is not necessarily a comprehensive definition of the post.  It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
* This job description may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal.
* There may be occasions when it will be necessary to cover other Administrative roles within the Academy or to work with the administrative team when there are peaks and pressing issues.
* 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.
* Postholder may deal with sensitive material and should maintain confidentiality in all Academy related matters

**General** * To provide cover for other department colleagues when required.
* To participate in meetings, training, other staff development and CPD activities and performance development as required.
* To be aware of and comply with all Academy policies and procedures including child protection, health and safety, security, confidentiality and data protection.
* To input and retrieve data from the Academy’s management information systems as required.
* To provide assistance to other members of the Administrative team during periods of high demands, aiding in the completion of tasks during times of peak load, substituting for others in their absence, as necessary, and to meet the needs of the Academy.
* To maintain a tidy and efficient work area from which information is easily accessible.
* To undertake any other duties within the scope and functions of this grade as required.

**Safeguarding** We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment.  A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Winton Community Academy. |

**Person Specification - Exams Officer**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * GCSE Maths and English (grade A-C) or equivalent
* Previous examination experience within an Educational setting
* Good understanding of the SEND provision
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| **Knowledge/Experience** | Specific knowledge/experience required for the role | * Competent with using Microsoft packages
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| **Skills** | Line management responsibilities (No.) | * 15 invigilators
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| Forward and strategic planning | * Ability to prioritise tasks, manage time effectively and meet deadlines
* Excellent organisational skills
* Ability to plan and manage events
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| Budget (size and responsibilities) | N/A |  |
| Abilities | * Accurate data input skills and an ability to produce, interpret and analyse data
* Excellent keyboard skills
* Experience of keeping manual and computerised file maintenance
* Experience of receipt, storage and dispatch of examination papers securely in accordance with the regulations
* Work effectively as part of a team
* Ability to work independently
* Have strong inter-personal skills
* Calmness in responding to emergencies and the unexpected
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| **Personal Characteristics** | Behaviours | * Good verbal and written communication skills.
* Good organisation skills and initiative to develop opportunities.
* Ability to work independently, effectively manage time and own workload to deadlines.
* Commitment to personal training and development.
* Have the ability to work in a team as well as independently.
* Be willing to work flexibly to meet the demands of the job.
* Good problem solving skills
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| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check
* Right to work in the UK
* Evidence of a commitment to promoting the welfare and safeguarding of children and young people
* Ability to travel as required
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