JOB DESCRIPTION – Exams Officer (Administrator)

Responsible to:	Deputy Head Teacher
Hours:	36 hours,
Contract type:	Permanent, term time only plus 5 days
Salary:	**Scale 6 point 26-28 £26,601 - £28,158** **(Actual salary £23,297 – £24,663 rata)**

Purpose:

Overseeing all arrangements for all public examination entries eg GCSE and equivalent, Vocational subjects including Diplomas and AS and A2 examinations for Sixth Form students;

Key Responsibilities:

1. Oversee all arrangements for all public examination entries eg GCSE and equivalent, Vocational subjects including Diplomas and AS and A2 examinations for Sixth Form students
2. Organise the collection of registration and examination fees; organising, invoicing and ensuring money collected is credited to the relevant account, in liaison with the Finance Officer.
3. Co-ordinate the preparation and submission of entries to examining bodies.
4. Ensure all examination papers and stationery are delivered safely to the school, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately.
5. Be responsible for arrangements for the conduct of existing and new examinations including the provision of accommodation where necessary
6. Co-ordinate the team of invigilators, with the support of the Lead Invigilators, including recruitment, training, management and deployment of invigilation staff.
7. Make appropriate timetabling and room arrangements for the above and ensuring proper examination invigilation of the examinations is put in place.
8. Ensure that all examinations start and finish appropriately in line with examination board regulations including the conduct of any on-line examinations.
9. Ensure that pupils are given all the necessary relevant information about examination entries, the dates and times of the examinations, conduct during examinations and the collection of results and certificates and that this information is given in good time.
10. Ensure that all JCQ and other necessary guidelines are followed and all risk assessments completed.
11. Ensure that all necessary stationery and materials and other requirements are provided for examinations.
12. Initiate appropriate correspondence with and responding appropriately to correspondence from the various examination boards the school deals with, including deal with issues relating to appeals, remarking and other administrative issues such as pupils who miss examinations through illness or who require special consideration.
13. Deal with enquiries from parents and students, including former students.
14. Receive examination results and certificates and making arrangements for their issue.
15. Oversee the appropriate dissemination of public examination results to local and national newspapers, and to the appropriate Local Authority and DfE Agencies; ensuring that the Local Authority and DfE/Ofsted figures are checked for accuracy.
16. Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies.
17. Organise appropriate arrangements for the support of candidates with special examination requirements (eg dyslexia, disabled) in conjunction with the SENDco.

18. Work in liaison with the nominated member of the Senior Leadership Team to provide information related to public (and if required, internal) examinations in a format which is easily accessible so that effective examination analysis can take place immediately after results have been received and processed.
19. Liaise with Heads of Year and Heads of Department to ensure appropriate timetabling and invigilation arrangements are in place for the school's internal KS3 and Year 10 examinations and for the Year 11 and Sixth Form Mock examinations.
20. Analyse data arising from questionnaires and surveys which the school may carry out from time to time and responding appropriately.
21. Participate in appropriate CPD with the agreement of your Line Manager.

Administration:

1. To assist in any area of administration and reprographics
2. Carry out a range of duties in readiness for the start of the academic year.
3. Any other duties as may be reasonably required

This is a newly created role and inevitably duties will develop and change. The successful candidate would therefore expect periodic variations to the job description.

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post.

September 2017