

## **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Exams Officer</b>
<b>Grade:</b>	<b>Local NJC salary H17 - £24,491.00 (pro rota)</b>
<b>Hours:</b>	<b>37 Hours a week (Term time only plus training days and two further weeks to cover exam periods) Part Time considered</b>
<b>Employed by:</b>	<b>Northampton Free School Trust</b>
<b>Line Manager:</b>	<b>Vice-Principal</b>

### **Broad description of role:**

To lead and manage both internal and external examinations processes. To communicate with SLT, Curriculum leaders, teaching staff, parents, learners and exam boards as appropriate. To lead on exam results days.

### **Key Areas**

#### **1. School Support**

### **Responsibilities**

To lead and manage the complete examinations process. Including planning, entries, pre-exams admin and queries, exam time, exam results and post-results admin and queries.

To be responsible for managing examinations in accordance with JCQ regulations and/or awarding body rules.

Maintain and develop systems to manage and coordinate all aspects of exams administration.

To manage the submission of all coursework, exam entries and estimated grades for each exam board.

To manage exam results, including downloading and disseminating exam results, being available on result day for both.

To manage the packing and despatch of all exam papers as appropriate.

To manage remarks, access to scripts and re-sit requirements.

To communicate effectively with Staff, learners and parents all examinations requirements.

To ensure all exams policies are updated in line with requirements and maintain best practice.

To research and understand qualifications and how they are assessed to ensure as many qualifications can be offered to learners.

To manage timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the awarding bodies regulations.

Maintain records/files, databases, inputting and retrieving information as necessary. To support staff in the use of Arbor for exams and data.

Support other senior staff with exam administration when needed.

To analyse school data, reviewing learner progress including progress in specific groups and exam results.

To ensure data tracking systems are in place, accurate and kept up to date.

To produce data analysis reports as requested for relevant audiences including the governing body.

To Analyse learner examination results and produce reports.

To work with SLT to review data systems, procedures and working practices.

To attend some SLT meetings to present and further investigate data.

To collate data from internal and external assessments, generating reports and possible targets.

Use of the Microsoft Office package to generate Word documents, standard letters, copy typing, use of Excel to update/generate spreadsheets.

To comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, learners and members of the public.

To identify and access relevant support and training in this role.

To manage and train exam invigilators, ensuring they follow the latest guidance.

**2. Learner Support**

To be a first point of contact for learners requiring help/support with exams.

To liaise with Staff, learners and parents to process special consideration requests.

To ensure learners have the appropriate access rights relevant for them and/or the exam.

**3. Appraisal/Performance Management**

To play a part, as required, in the school's appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues.

**4. Health & Safety**

To ensure that practice is, in all respects consistent with the requirements of Wootton Park School's Health and Safety Policy as well as with any subject specific health and safety guidelines.

**5. Safeguarding**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**NB:** The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Principal (in consultation with the post holder) to reflect the changing work composition of the business.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.

## Person Specification

The successful candidate is likely to be able to demonstrate the following:

Requirements	Essential (E) or Desirable (D) requirements	Measured by: Application form (A) Interview process (I)
<b>Education / Qualifications</b>		
High standard of general education (minimum GCSE in English & Maths or equivalent)	E	A
Ability to use Microsoft packages	E	A
<b>Experience of</b>		
Using a management information system/Awarding body systems	E	A
Previous exams officer experience	D	A
Working using collaborative partnerships	E	A / I
Experience of working to tight deadlines	E	A / I
<b>Behaviours</b>		
Natural communicator; relationship building skills with a range of stakeholders	E	A / I
Good interpersonal skills	E	A / I
Proactive and innovative	E	A / I
<b>Knowledge and Understanding</b>		
Understanding of exams administration and the education system	D	A / I
Understanding of the Data Protection Act	E	I
<b>Leadership and Skills</b>		
Ability to plan strategically and effectively	E	I
Ability to delegate	E	I
Excellent ICT skills	E	A
Excellent communication skills, both verbal and written	E	A / I
<b>Attributes</b>		
Committed to the aims of Wootton Park School	E	A / I
Committed to Equality and Diversity	E	I
Committed to own continuing professional development	E	A / I
Clear view of what high standards and performance looks like	E	A / I
Proactive / strong problem solver with the ability to make things happen	E	A / I