



Job Description

Post:	Exams Officer
Accountable to:	MIS Manager
Salary:	JE6 SCP 20 – 25 £30,615 - £33,473 per annum
Working Pattern:	35 Hours per week, 52 Weeks a Year
Location:	City of London Academy (Southwark)
Disclosure level:	Enhanced

Main Purpose

- To manage the examination process and procedures, and be responsible for the administration, organisation and smooth running of public and internal examinations
- To act as the Examinations Officer for the school which involves all aspects of examination administration from entry to results
- To manage the external examination periods taking a leading role in the organisation of invigilation
- To undertake analysis of the examinations at all key stages
- To ensure that Post 16 students are entered for the correct exam in the correct centre
- To undertake general administrative duties

Key Accountabilities

Specific responsibilities:

1 Administration of examinations

- To be responsible for examination entries for external exams to the examination boards for all public examinations
- Acquire and maintain an up-to-date knowledge of all examination systems
- To liaise with examination boards regarding aspects of policy and disseminate information about public exams to staff, students and their parents
- To liaise with staff, parents, students and to deal with complaints and queries about public examinations
- To receive and store securely all examination papers and other relevant material sent by examination boards and keep them in a secure place in the examinations cupboard
- To maintain the security and integrity of exam papers at all times; before, during and after the examination process, including the collection of papers, scripts and controlled assessments, developing clear administrative systems, ensuring compliance with JCQ standards for monitoring.
- To be responsible for the daily running of public examinations and to inform the Premises Staff in advance about arrangements that need to be made for furniture in examination rooms
- To liaise with LSF as to Access Arrangements for SEN candidates.
- To be responsible for the ordering and provision of examination stationery
- To complete examination entries using IT wherever possible and ensuring manual back up as appropriate

- Organise the sittings for all examinations including booking venues, creating seating plans, student labels and ensuring relevant equipment is supplied
- Maintain accurate records of all examinations, including seating plans and attendance registers
- Ensure that all public examinations take place according to regulations published by the examination boards and that such regulations are publicly displayed and students duly informed
- To be responsible for the organisation of the appropriate number of invigilators for Examination sessions
- Collect, log and dispatch all examination scripts and coursework for marking
- Process requests for re-marks, receipt of scripts and appeals against results
- Liaise with Subject Leaders regarding all examination entries and the timetable by which entries must be made
- To oversee the copying and distribution of results by the centre office
- To check certificates before they are handed on to the head of Year 11 and the sixth form
- To be present on the day the centre is notified of results in order to compile the relevant statistics and distribute results
- Manage the receipt of examination results on results days and to organise the distribution of results to students
- To liaise with other partners where students are taught at other centres to ensure entries are made, examinations taken and results received
- To organise in consultation with the curriculum deputy and heads of years internal and Mock Examinations
- To be responsible for the timetabling and organisation of all mock and end of year examinations

2. Students

- To brief students on examination procedures and conduct, and to produce guidelines for staff and students
- To sort out all clashes and make appropriate provision for students

3. Data

- To provide relevant statistics on examination entry and examination results to the head, the Governors, the LA and the DFE, etc., including an annual report to the governors and a section in the governors' annual report to parents
- To undertake an analysis of examination results, both A Level and GCSE, when the centre is notified, and to inform the head as soon as administratively possible
- To engage, as directed by the MIS & Deputy MIS Manager, with the day-to-day task based work-flow of the MIS department i.e. within analytics, assessment reporting.

4. Liaising with senior leadership

- To liaise closely with the deputy head (line manager) when creating the invigilation timetable and provide information about the examination timetable, e.g. dates/times of examinations and the number of entrants
- To liaise closely with the deputy head responsible for examination analysis to develop exam statistics that can be used for target setting, review and as a basis for raising achievement

5. Team Support

- Assist the team by undertaking admin support duties as required outside the examination periods including:
 - Assist the MIS team with accurate data entry in the Management Information System: Exams, Detentions, Rewards, Behaviour.
 - Help to resolve simple day to day problems with Sims.net, the ability to deal sympathetically with colleagues who may have less advanced IT skills.

- Print & produce reports, certificates and creating mail merges plus any ad hoc requests from SMT and HOF.
- Assist in the accurate collation of information to enable internal and external reporting obligations to be met in timely and accurate manner.
- Assist and support, development and administration of the organisation wide MLE, including liaising with teachers to collect and manage resources.
- Enquiries from student window
- Ensuring visitor/pupil security is operated robustly within safeguarding guidelines through:
 - Design, issue and maintenance of ID cards utilising the Axxess security system
 - Issuing medical/out of lesson passes and Sixth form privileges internally
 - Compliance with signing in/ out and late procedures of the Academy
 - Maintaining the staff photo database, updating on SIMS and NRS
- Reception cover as required at break and lunchtimes and other times as required, ensuring that the Academy's safeguarding and security checking process are adhered to
- Switchboard support to the Academy, acting as a first point of contact for all school enquiries,
- Provide members of staff with information about visitors or telephone messages so that the Academy is promoted as responsive and considerate to the needs of its customers

6. Other

- To ensure that the above duties are carried out in accordance with the School's Race Equality and Cultural Diversity Policy
- To undertake other tasks which would be considered reasonable within the parameters of the role as directed by line manager

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



Person Specification

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

	Essential	Desirable
Qualifications		
Educated to Degree standard or equivalent	Y	
Experience, Skills and Knowledge & Personal Qualities		
At least 2 years' experience in an Educational environment	Y	
Experience of managing teams of people	Y	
Previous experience of working within the data and exams functions within an educational setting	Y	
Good organisational and time-management skills	Y	
Ability to work under pressure and be highly organised	Y	
Good IT skills and working knowledge of Microsoft Office packages	Y	
Experience and working knowledge of SIMS, Examination Organiser, Sisra	Y	
Excellent skills in data handling , analysis and presentation	Y	
Ability to prioritise effectively and use initiative	Y	
Ability to lead and coordinate a team of examination invigilators	Y	
Experience of managing budgets	Y	
Possess strong communication skills and maintain a professional approach	Y	
Must be presentable, punctual and willing to help out when required	Y	
Ability to adapt to a challenging and ever-changing workload	Y	
Demonstrate flexibility, enthusiasm, willingness and interest in learning new skills	Y	
Good Attention to detail	Y	
Ability to work effectively, using own initiative, and as part of a team.	Y	
Experience of using Sims.Net at an advanced level	Y	
Commitment to continuous improvement in service provision	Y	
Knowledge of Social Media Marketing		Y
Experience in administration		Y
Experience of working collaboratively with other areas		Y
Experience in a similar type of role		Y
Experience of using VIVO Administration Module		Y
Advanced Microsoft Office Skills		Y
Other		

Commitment to safeguarding and promoting the welfare of children and young people	Y	
Willingness to undergo appropriate checks, including enhanced DBS Checks	Y	
Motivation to work with children and young people	Y	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Y	