

## Job Description: Exams Officer

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**Responsible for:** To be responsible for the smooth running and administration of all Academy examinations and to liaise with teachers, students, parents and examination boards in respect of examination requirements, entries, results and communications, ensuring that this adheres to all Awarding Bodies' regulations.

**Responsible to:** Member of Senior Leadership Team with responsibility for Exams

**Hours:** 37 hours per week, 41 weeks per year, this to include two weeks of work during the summer recess to support results collation and distribution

**Salary Scale:** Pay Group 5 Pro rata to £27,165 - £32,753 (£29,633 - £35,729 FTE)

### 1. MAIN DUTIES:

Administration for all internal and external examinations, to include:

- Collation of candidate and entry information from teaching staff
- Collation of subject requirements from department staff
- To be familiar with the Exam Board, JCQ regulations and remain updated on changing regulations.
- Deal with enquiries from parents and students, including former students in an appropriate and timely manner
- To assist in overseeing internal and external examinations and to give advice as required regarding JCQ regulations to curriculum leaders and invigilators during the exams cycle.
- To communicate effectively with Curriculum Leaders, SENCo and EAL coordinators regarding external and internal examinations.
- 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.
- To meet all key dates and deadlines
- All data transfer and correspondence to and from awarding bodies
- Administration of university entrance tests
- To be responsible for the complex timetable for the wide range of examinations
- Provision of rooming and invigilation
- Provision of exam room equipment, examination papers and other materials
- Management of seating
- Management of SEN arrangements
- Management of emergencies and absentee candidates
- Manage GCSE and A'Level results days
- Deal with issues relating to appeals, remarking and other administrative issues such as pupils who miss examinations through illness or who require special consideration.
- Receive examination results and certificates and making arrangements for their issue
- To ensure that students and parents understand the procedure in respect of appeals and results enquiries.

- Research any relevant awarding body training/network events.
- Book and attend, if approved, any training or network events that may be relevant
- Identify any exam-related policies/plans/procedures and ensure all are in date, update as necessary.
- To identify any recommendations for improvements or modifications in the examinations system and accompanying procedures.
- Identify the financial procedures that must be followed for managing the examinations budget
- Recruit and train exam invigilators
- The postholder may occasionally be required to drive an Academy minibus having received appropriate training
- The post holder must be prepared to work flexibly to meet the needs of the Academy. This may involve occasional evening work

## **2. OTHER:**

**2.1** The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Academy's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the , s/he must report any concerns to the Academy's Safeguarding Team.

**2.2** Undertake additional administrative duties as part of the Academy's Administration Team and assume other duties which may reasonably be required or delegated by the Personnel Manager, from time to time.

**2.3** To act as an Academy first aider and provide Emergency First Aid as and when required, including on a rota basis. To attend First Aid training and keep first aid qualifications up to date.

## **RESPONSIBILITY LEVEL**

The Exams and Data Assistant will be responsible directly to the Examinations Officer and in his/her absence to the Assistant Principal in charge of examination duties; the Assistant Principal in charge of curriculum and timetabling duties; Admin Teamleader for all additional administrative functions.

All invigilation staff will be directly managed by the Exams Officer, who will also arrange appropriate training.

The Exams Officer will support the Assistant Principal responsible for Exams in managing the annual exams budget and forward planning to enable managing within budget

## **CRITERIA FOR SUCCESS**

Criteria agreed within the process of annual review.

## **DEVELOPMENT**

As determined in the annual review process.

*The job description is a live document and will be reviewed regularly and may be subject to modification or amendment at any time, after consultation with the postholder.*