



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

# Role Profile

Exams Officer

Ernulf Academy

## **ROLE SPECIFICATION**

|                                       |                               |
|---------------------------------------|-------------------------------|
| <b>Academy / Department</b>           | Ernulf Academy                |
| <b>Post title</b>                     | Exams Officer                 |
| <b>Responsible to</b>                 | Assistant Principal           |
| <b>Full-time Salary</b>               | £31,537 to £33,699 FTE        |
| <b>Pro-Rata Actual Salary</b>         | £29,044 - £31,035             |
| <b>Working Pattern</b>                | 42 weeks per year, Permanent  |
| <b>Pension</b>                        | LGPS                          |
| <b>Working Hours</b>                  | 37hrs per week, Monday-Friday |
| <b>Line Management Responsibility</b> | No                            |

## **ROLE SUMMARY**

The Exams Officer is responsible for all matters relating to the students' outcomes - obtaining information from departments, registration of students with awarding bodies, entering students for exams, running of the exams, processing of results and providing examination data as required, overseen and line managed by the relevant Senior Leader responsible for student outcomes.

Through line management of the Invigilator Team, the Exams Officer is key in supporting the smooth running of all examination processes within the school.

## **KEY RESPONSIBILITIES**

- ★ Responsible for administering all aspects of examinations and certification processes
- ★ Coordinate examinations, including entries, results, timetables – both internal and external
- ★ Ensure that examination board procedures are followed throughout the examination cycle
- ★ Organise exam timetables and book exam invigilators
- ★ Ensure students have their individual needs catered for, so that they are able to access the exam content regardless of additional needs e.g., Booking scribes, readers etc.
- ★ Provide accurate support in connection with all examinations and key stage data entries
- ★ Undertake data collection, collation and analysis and regular reporting
- ★ Analyse and provide data for specific groups for individual subjects, year groups, classes, students and teachers, following the schools schedule
- ★ Ensure data is regularly extracted, manipulated and analysed in order for the Senior Leadership Team to provide relevant and appropriate support, interventions and enrichment to students at all key stages
- ★ All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Astrea Academy Trust Values
- ★ Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment

- ★ All employees are required to comply with all Astrea Academy Trust statutory and school policies and act in accordance with them as necessary
- ★ All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role

*This list of key responsibilities is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.*

## **PERSON SPECIFICATION**

|                                                                                                                                                                  | <b>Essential</b> | <b>Desirable</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| <b>Education and Training</b>                                                                                                                                    |                  |                  |
| Grade C/4 or above in English and Mathematics GCSE or equivalent                                                                                                 | •                |                  |
| Minimum Level 3 qualification (ideally in an appropriate field to the post)                                                                                      | •                |                  |
| Further academic qualifications or management training                                                                                                           |                  | •                |
| <b>Experience</b>                                                                                                                                                |                  |                  |
| Experience of working in a school setting                                                                                                                        | •                |                  |
| Experience of Management Information Systems (experience of using Bromcom)                                                                                       |                  | •                |
| <b>Knowledge</b>                                                                                                                                                 |                  |                  |
| Evidence of recent professional development                                                                                                                      |                  | •                |
| Excellent understanding of safeguarding                                                                                                                          | •                |                  |
| <b>Professional Skills</b>                                                                                                                                       |                  |                  |
| The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach were necessary to achieve the desired outcome | •                |                  |
| Ability to work at pace with a high degree of accuracy                                                                                                           | •                |                  |
| High level IT skills and the ability to use these effectively in a range of situations                                                                           | •                |                  |
| Ability to work under pressure and to deadlines                                                                                                                  | •                |                  |
| A willingness to learn and undertake training                                                                                                                    | •                |                  |
| Ability to deal with varied workload                                                                                                                             | •                |                  |
| <b>Personal Qualities</b>                                                                                                                                        |                  |                  |
| Confident, enthusiastic and motivated with a passion for education                                                                                               | •                |                  |
| Commitment to self-development and continual improvement                                                                                                         | •                |                  |
| Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these      | •                |                  |

|                                                                                      |   |  |
|--------------------------------------------------------------------------------------|---|--|
| Commitment to Diversity, Equality and Inclusion                                      | • |  |
| Ability to command credibility and respect                                           | • |  |
| Flexible and organised approach to work                                              | • |  |
| High levels of resilience and emotional maturity                                     | • |  |
| Inquisitive nature with sound problem solving skills, judgement and initiative       | • |  |
| Can-do attitude and solution focused approach with an ability to manage expectations | • |  |
| Able to adapt to changing circumstances and new ideas                                | • |  |
| High level of integrity with an ability to self-evaluate and reflect                 | • |  |

### **GENERAL RESPONSIBILITIES**

- ★ ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ ★ Commitment to continual learning and development of skills.
- ★ ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★ ★ Demonstrate an excellent record of attendance and punctuality.
- ★ ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Keeping Children Safe in Education (KCSIE 2024)
  - Child Protection and Safeguarding Policy
- ★ ★ Work cooperatively as part of the Trust wide staff team.
- ★ ★ This role profile is not exhaustive and undertaking other duties may be required.

### **THIRD PARTY CHECK**

Is this role subject to the following checks?

|                                                                                       |     |
|---------------------------------------------------------------------------------------|-----|
| Disclosure Barring Service Enhanced Check (DBS)                                       | Yes |
| Section 128 (S128) check                                                              | Yes |
| Is this role a Senior Leadership Role with management responsibility for the academy? |     |

### **APPLICATION PROCESS**

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)