

## Job Description

<b>Job Title:</b>	Examinations Officer
<b>Grade:</b>	Grade: M1 Scale point range: 32-36 Salary Range: £42,839 - £47,181 (FTE) Pro Rata depending on hours and weeks worked
<b>Hours/Weeks:</b>	37 hours per week Working minimum 7.30am-3.30pm (including unpaid lunch break). During exam time additional hours may need to be worked  A minimum of 41 weeks (non negotiable) which includes 38 weeks term time +5 INSET days + a minimum of 4 days in August and the balance to be discussed with the Line Manager.
<b>Contract Type:</b>	Permanent
<b>Responsibility for:</b>	Exams Assistant and the Invigilation Team
<b>Reports To:</b>	Senior Leadership with Data & Exams responsibility

### Job Purpose:

- To ensure the efficient and effective running of internal tests, KS3, KS4 and KS5
- To ensure the efficient and effective running of external exams.
- To maintain the exams systems.
- Exams Organiser in SIMs and uploading results to GO4S.
- To be able to provide integral support to the academic functions of our school.
- To contribute to the overall ethos, work and aims of the Academy.

### Exams

- To manage the Academy's examination entries for all public examinations and the BTEC registrations, ensuring that all deadlines are met.
- To liaise with Heads of Faculty/Curriculum Directors on syllabus information and examination entries.
- To organise and run public examinations, and in the case of internal mocks, to ensure an effective dry run for public examinations.
- To liaise with the relevant department regarding special access requirements/needs for individual students, when taking any exams.
- To secure receipt, checking and storage of examination papers and related materials according to Joint Council for General Qualifications regulations.
- To comply with the Academy's charging policies in relation to the billing of resit candidates and amendments.
- Ensure all examination entries are made following instruction by consultation with relevant middle and senior managers.
- Inform students of their entry profile for all public external examinations (Statement of Entry).
- Provide students with copies of relevant (JCQ) regulations for examination conduct and to display copies of (JCQ) regulations in examination areas.
- Attend JCQ inspection
- Attend and administer KS4 and Sixth Form results days to ensure efficient distribution and collation of results and to download all results and deal with enquiries regarding results.
- To recruit, train and manage external invigilators.
- To produce the Academy's public external examinations timetables

- Ensuring that the full timetable is completed in advance of the start of the exam period, to display timetables on notice boards and to supply students with a copy of the examinations timetable.
- To liaise with Premises Manager ensuring that all venues are booked in advance of any season.
- Liaise with IT (TIO) for examination requirements
- Produce seating plans for all public examinations and mock examinations to ensure seating arrangements are in accordance with (JCQ) regulations.
- To ensure the effective administration of all contributing grades and that marks (e.g., coursework, orals, etc.) are submitted to examination boards within the guidelines of the examination boards.
- To deal with enquiries concerning results and post results.
- Administration of Special Consideration applications.
- Administration and distribution of Examination Certificates.
- Organise and administer Mocks twice a year for Years 11 and 13
- Organise, administer and run internal tests for all other year groups including Years 7, 8,9, 10 and 12
- Organise and arrange internal exam papers.
- To run BTEC unit exams in January and external exams May/June.
- On screen BTEC examinations.
- On screen early examinations.
- Functional Skills examinations
- VTCT onscreen examinations.
- Attend the main school Open Evening for prospective parents and pupils.

*The duties and responsibilities listed above describe the post as it is at present. This role will be reviewed annually as part of the performance appraisal process and the post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

*Westfield Academy is committed to safeguarding and promoting the welfare of Children and Young people. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

## Person Specification

Attributes	Essential (or expected to train/qualify to that standard)
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• GCSE/CSE</li> <li>• Proven on the job experience</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a school setting</li> <li>• Experience of managing an external workforce (ie, invigilators)</li> <li>• Accurate inputting of data</li> <li>• Experience in the use of SIMS and Go4Schools</li> </ul>
<b>Knowledge, Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent time management skills with ability to prioritise</li> <li>• Excellent verbal and written communication skills</li> <li>• Ability to be resourceful and proactive when issues arise</li> <li>• Attention to detail</li> <li>• Experience of computer generation, management, manipulation and secure retention of data, particularly through the use of and wide application of spreadsheets software.</li> </ul>

	<ul style="list-style-type: none"> <li>● Knowledge and experience of MIS database systems</li> <li>● Flexible working and ability to multitask</li> <li>● Keen to develop the role</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>● Polite and courteous</li> <li>● Confidentiality &amp; integrity is integral</li> <li>● Professional attitude and appearance</li> <li>● Efficient, organised and meticulous</li> <li>● Problem-solving and creativity to deal with changing/conflicting deadlines and priorities</li> </ul>