

**Job Title:** Exams Officer

**School:** Robert Barclay Academy

**Aim and main purpose of the job**

To manage and deliver all examinations efficiently and compliantly, ensuring a smooth process that supports every student to achieve their best outcomes.

**Values and personal qualities**

Exams Officer will demonstrate a:

- commitment to the best interests of young people
- positive outlook with a good sense of humour
- flexible, adaptable and open to change approach

**Teamwork and Communication**

Exams Officer will demonstrate:

- Willingness to work collaboratively as part of a team
- Excellent interpersonal and communication skills
- Effective line management skills

**Organisation and Working Style**

Exams Officer will have:

- Highly organised skills with strong attention to detail
- Ability to meet deadlines and manage competing priorities
- Ability to work under pressure and remain calm
- Ability to use initiative and work independently

**Technical Skills and Knowledge**

Exams Officer will have:

- Strong IT skills, including experience of working with School Management Information Systems e.g. SIMS, Bromcom
- Understanding of data systems and administrative processes

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**Examinations Administration and Compliance**

Exams Officer will:

- Manage all entries for external and internal examinations

- Liaise with exam boards and ensure compliance with regulations
- Collate exam information and produce timetables
- Ensure coursework and submission regulations are followed
- Process special consideration and access arrangements

#### Student, Parent and Staff Communication

Exams Officer will:

- Inform candidates of entries, timetables and regulations
- Communicate with parents regarding exam entries and fees
- Respond to exam-related queries from students and parents
- Liaise with SLT, Heads of Department and Learning Support

#### Running of Examinations

Exams Officer will:

- Plan, organise and oversee all examinations
- Ensure secure handling of exam papers and scripts
- Set up exam venues in line with regulations
- Manage issues arising during exams

#### Invigilator Management

Exams Officer will:

- Recruit, train and deploy invigilators
- Ensure compliance with invigilation regulations

#### Results and Post-Results Services

Exams Officer will:

- Coordinate distribution of results
- Manage remark requests and post-results processes
- Produce analysis of exam performance
- Manage exam certificates

#### Data, Systems and Wider Administration

Exams Officer will:

- Maintain accurate financial records for exam entries
- Support SIMS administration, timetabling and census returns
- Assist with student and staff enrolment/off-rolling
- Provide website content related to exams

#### Additional Responsibilities

Exams Officer will:

- Stay up to date with exam and curriculum changes
- Support cover planning when required
- Assist the wider admin team during quieter periods
- Undertake any other duties as directed by the Headteacher

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.