



**Maiden Erlegh Trust  
Job Description**

<b>Role</b>	<b>Exams Officer</b>	<b>School/Department</b>	Please refer to advert
<b>Grade</b>	Grade 6, spinal points 18-24	<b>Reports to</b>	SENDCo
<b>Job Evaluation Code</b>	MET002	<b>Hours of work</b>	Please refer to advert
<b>Purpose</b>	The Examinations officer plays a pivotal role in the school in the administration, management and conducting of public examinations and key internal school assessments (e.g. Pre-public examinations). This role provides advice and guidance to teaching staff on examinations processes and procedures. The successful person must be available during the summer examination results days to support the administration and analysis of results.		
<b>Scope</b>	<b>Staff responsibilities:</b> Operational management of invigilators	<b>Financial accountability:</b> N/A	
<b>Relationships</b>	The postholder will garner positive relationships with a range of stakeholders. These will include, but are not limited to, school leaders and colleagues in other Trust schools, school staff, students, parents/carers and external agencies as required.		
<b>Supporting Maiden Erlegh Trust</b>	The postholder may occasionally be required to support other schools in the Trust.		
<b>Main duties and responsibilities</b>	<p>The postholder will be required to:</p> <ul style="list-style-type: none"> <li>• Create and update annually all of the policies that are required from an exams perspective, both essential and good practice, to ensure the school is JCQ compliant.</li> <li>• Ensure the department is always ready for inspection.</li> <li>• Manage the examination entry process, including gathering information from teaching staff to ensure that students' examination entries are made correctly and on time, making amendments/withdrawals etc.</li> <li>• Monitor expenditure against the examinations budget mitigating, wherever possible, the incursion of late fees and notifying line manager and the business manager of any significant unplanned costs.</li> <li>• Manage the examination preparation process. This includes preparing examination timetables for students and staff; creating seating plans for each examination room; briefing candidates, staff and parents; receiving, checking and securely storing confidential examination materials; administering internal assessment etc;</li> <li>• Schedule PPE timetables and undertaking all related tasks for all internal assessments that are held en masse, which may include the CATS process for Year 7 students;</li> <li>• Manage examination days in accordance with awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergencies, irregularities and malpractice, ending the examination, collecting the examination scripts and packing and dispatching examination scripts.</li> <li>• Ensure there is always a contingency plan with school leaders;</li> <li>• Manage examination results. This includes accessing results electronically/downloading results from awarding body secure sites and preparing for results to be disseminated to each student/candidate. Issuing examination certificates. Producing agreed reports for school use;</li> </ul>		

	<ul style="list-style-type: none"> <li>• Deal with requests and administering post-results services (including appeals);</li> <li>• In delivering these functions, liaising effectively with a wide range of internal and external stakeholders, including students, parents, school leaders, Curriculum leaders, Heads of Years, teachers, reception staff, site staff, IT staff and awarding organisations;</li> <li>• Develop expertise in awarding body and JCQ regulations, ensuring an up to date understanding of policy and process in relation to public examination entry, preparation, administration of results etc. Ensuring examination-related policy and practice is compliant and advising the Head of centre (Headteacher) and SLT on these matters;</li> <li>• Manage invigilators. This includes training new invigilators and updating existing invigilators on rules and regulation changes on an annual basis. Ensuring appropriate invigilator cover for public examinations and agreed internal examinations;</li> <li>• Co-ordinate the appointment, recruitment and induction of invigilators as required.</li> <li>• Co-ordinate and deliver smooth examination sessions throughout the year, including compliance with latest guidance, examination entries, results days and presentation evenings.</li> <li>• Support the process relating to special access arrangements (for example; supporting the SENCo in making applications, rooming, training invigilators, managing emergency access arrangements etc.) Joining the access arrangements assessment team (If QTS is held).</li> <li>• Support the SENCO with administrative tasks, including EHCP applications, annual reviews, meeting arrangements, exam access arrangements, and keeping student records accurate and up to date.</li> <li>• Maintain confidential records, update school databases, support with meeting minutes.</li> <li>• Support with student admissions and induction, maintained accurate pupil records, and completed required forms, returns, and statutory submissions to the local authority, schools, and external agencies.</li> <li>• Assist with the day-to-day administrative duties and running of the SEN department.</li> <li>• Provide accurate exams costs budgets to the Operations and Compliance Manager to feed into the annual budget process.</li> <li>• Work with the Operations and Compliance Manager in respect of Health &amp; Safety requirements linked to our examination processes.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p>
<b>Other requirements and responsibilities</b>	<p>Enhanced DBS clearance required.</p>

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

*Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.*



**Maiden Erlegh Trust  
Person Specification**

Role	Exams Officer	School/Department	Please refer to advert
<b>Qualifications, training and education</b>	<p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• 5 or more GCSE's (or equivalent) at C/5 or better, including English and maths.</li> </ul>		
<b>Experience</b>	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Experience of working to deadlines;</li> <li>• Experience of working to regulatory frameworks or processes.</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• Experience of working in schools;</li> <li>• Experience of exam processes;</li> <li>• Knowledge of Bromcom/other MIS software and MS Office;</li> <li>• Knowledge of the principles and practices of examination protocols;</li> <li>• Understanding of safeguarding and promoting the welfare of young people.</li> </ul>		
<b>Skills and abilities</b>	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Principles and practices of good data management;</li> <li>• Application of ICT packages for efficient and effective data management and administration;</li> <li>• Ability to work consistently, prioritise and delegate appropriately, to handle pressure and to work to deadlines;</li> <li>• Strong analytical, planning and organisational skills;</li> <li>• Accuracy in inputting and preparing statistical information in various formats as directed;</li> <li>• Ability to communicate clearly and sensitively, both orally and in writing, with students, staff and other partners;</li> <li>• Ability to learn, adapt and apply knowledge to different systems/software;</li> <li>• Work effectively as a member of a team;</li> <li>• Ability to interpret information and data;</li> <li>• Creative thinking skills and able to anticipate, identify and solve problems;</li> <li>• Demonstrate good judgment;</li> <li>• Ability to supervise the work of others;</li> <li>• Able to follow direction and work in collaboration with a wider team;</li> <li>• Reliability and integrity;</li> <li>• Respect confidentiality;</li> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations;</li> </ul>		

	<ul style="list-style-type: none"> <li>• A good record of attendance and punctuality;</li> <li>• Desire to enhance and develop skills and knowledge of self and others through CPD.</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• A commitment to inclusive education;</li> <li>• Resilience and perspective;</li> <li>• Stamina;</li> <li>• Achieve challenging professional goals, committed to own personal development.</li> </ul>
<b>Requirements specific to the role</b>	<p>All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.</p> <p>To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.</p>