

JOB DESCRIPTION

Job Title: Office Manager & Exams Officer

Salary: Grade 4

Purpose of Job Role:

- To work in partnership with staff, parents, pupils and other professionals.
- This is a key role focused on managing day-to-day operations, coordinating meetings, scheduling appointments, and overseeing planning, timetabling, and administration.
- Additionally, the role involves ensuring compliance with regulations set by awarding bodies and the Joint Council for Qualifications (JCQ). This includes line management and training of exam invigilators; liaising with teaching staff, senior leaders, and administrative teams to coordinate exam schedules and resources.

Duties and Responsibilities:

Office Manager:

- To manage the efficient and effective running of the school office.
- Responsibility for administering the school's admissions procedures and accurately maintaining the pupil related information system.
- Ensuring the provision of quality clerical support including word processing, scanning and filing.
- Supervision of staff as required.
- Responsibility for ensuring that an effective reception and switchboard service is provided.
- Management of budget for orders and recording of data relating to the ordering.
- Liaise with a variety of outside suppliers of goods or services, the receipting of goods.
- Ensure regular visitors to the school are vetted in line with guidance.
- To maintain relevant sections of the Single Central Record
- Responsible for managing administration relating to support staff, including booking cover, hand out induction pack and complete induction process.
- Liaising with the School Health Service in relation to pupil welfare.
- Attendance at appropriate staff meetings and parents' evenings.

End-to-End Coordination of Examination:

- Oversee the organisation and delivery of all examinations.
- In addition, the role involves overseeing a variety of assessment formats, such as mock exams, non-examination assessments.
- Manage the specific requirements of all our various exam boards, ensuring that all entries and administrative tasks are handled with precision.
- Work closely with our Access Arrangements Coordinator and SENCO and implement Access Arrangements, ensuring that all eligible students receive the appropriate support in their exams in accordance with the relevant regulations.
- Act as the primary point of contact between the school, the Joint Council for Qualifications (JCQ), and our various exam boards.
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- Carry out essential JCQ administrative tasks to ensure full compliance by: national register maintenance, secure handling protocols, conflict of interest management and inspection readiness.
- Train, and lead a team of exam invigilators
- Use MIS and the exam boards' secure websites to manage entries, access arrangements, special consideration, results, and post-results. services, ensuring at all times that candidates' personal data is kept secure.
- Working in conjunction with the Finance team, ensure that private candidate fees are paid promptly and in full. Avoiding penalty/late fees from awarding bodies

Other responsibilities:

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all organisational systems and procedures.
4. Abide by and adhere to all Trust policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual pupils, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Adhere to the ethos of the school and promote the agreed vision and aims of the school and Trust.
9. To undertake appropriate professional development including adhering to the principle of performance management.
10. Set an example of personal integrity and professionalism in line with the staff Code of Conduct.
11. May be required to work at any other sites within TDET as the needs of the Trust dictate.
12. To perform other such duties as Assistant Headteacher, Deputy Headteacher or Headteacher may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

Team/s: Administration, Teaching and Learning

Responsible to: Deputy Head Teacher and Head Teacher

Responsible for: N/A

Job description issued after consultation

Signature of the Principal.....

Date

Copy received by

Signature of the Post holder.....

Date