



Reports To: Principal

Why	<p>Job Summary To assist the Principal and Senior Leadership Team in their examinations requirements</p>	
What	<p>Main Responsibilities</p> <ul style="list-style-type: none"> Line manage and organise the exam invigilators To ensure consistent communication with all relevant staff, both teaching and non-teaching where necessary, with reference to the duties of this post To ensure necessary arrangements are made to allow assessments to be completed for all year groups as per academy calendar To plan for examination seasons To ensure examination papers are dispatched to the exam boards/examiners as required of exams To be responsible for the receipt and distribution of exam certificates when they arrive To ensure coursework is received and sent to the moderators To deal with any pupil issues on exam days (such as sickness; lateness etc) Any other duties deemed appropriate to grade and skills 	
How	<p>Competencies</p>	<p>Personal Attributes (level expected when job is conducted to the required standard)</p>
	<p>Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i></p>	<ul style="list-style-type: none"> Supports others to apply the Trust's ethos Participates in Health & Safety working teams Encourage individual and collective responsibility Participate in a whole academy initiative Disciplined, tenacious and pragmatic
	<p>Development <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i></p>	<ul style="list-style-type: none"> Take responsibility for cascading to the team up to date knowledge and information about a particular areas Embedding practice ensures highly effective professional contribution across the academy Give and receive effective feedback and act to improve personal performance
	<p>Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i></p>	<ul style="list-style-type: none"> Has a basic understanding of supervision / managerial and business principles Consults widely and may provide direction to achieve results Encourages openness and honesty Does not apportion blame Understands the impact and implications of projects/activities on own or others areas of the organisation Fosters positive and productive relationships across the team in order to deliver Sets clear objectives and checking for understanding
	<p>Task Management</p>	<ul style="list-style-type: none"> Sets short term tasks (daily, weekly) Contributes to plans for change

	Establishing appropriate courses of action for oneself and others to accomplish.	Develops own effectiveness in role, adapting to changing priorities	
	Communication Providing direction to ensure that the resources are available to achieve results in the most effective way.	Ensures communication has met its purpose	
		Presents complex information and concepts in a way that is simple and easy to understand	
	Problem Solving/Decision Making Able to identify a potential problem, propose and assess solutions and decide upon a course of action.	Creatively focuses upon solving the problem. using different techniques/ experience from other areas	
		Responsible for proposing what decisions should be made within the team and what needs to be referred	
		Collate, analyse and evaluate information within the scope of the role providing it for further analysis in a user-friendly format	
		Deals with problems across departments to achieve resolution	
Context	Interfaces	Internal/ External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/ budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Scope	People (directly/ indirectly manage)	Act as a role model to the support staff in Academies, promoting consistently high expectations in a professional and courteous manner.
		Travel	You will be required to travel to Academies as necessary.
	Education, Qualifications and Experience (EQE)	Essential: Educated to GCSE grade C/4 standard in English and mathematics Working in a busy office environment Working with a school Management Information System (i.e Arbor) Experience of Microsoft office software, particularly Excel	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility data protection and have a duty to observe and follow the principles of the GDPR Regulation.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.