

Job Description

Post Title:	Examinations Officer
Location:	Heanor Gate Spencer Academy
Salary/Pay Range:	NJC20 – NJC 24
Hours of work:	<i>Full Time (term time only plus 4 weeks – 43 weeks per year), Permanent.</i>
Reporting to:	Assistant Principal

Purpose of Post

- To be responsible for managing the effective and efficient administration of all external examinations in accordance with the Joint Council for Qualifications and relevant exam boards in a consistent and secure fashion, thereby helping to maintain the integrity and security of the assessment process
- To support the Head of centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements, ensuring the security and integrity of the examinations/assessments at all times
- To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments
- To closely liaise with external and internal exam boards to ensure exams administration processes are strictly followed and key deadlines met
- To ensure examinations are conducted in accordance with the regulations
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the Head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

Main Duties and Responsibilities

Support Staff at Heanor Gate Spencer Academy Are Required To:

- Work towards and promote the School Vision and the current school aims outlined in the School Improvement Plan
- Undertake professional development activities to enhance personal development and job performance, through provision of training or mentoring
- Comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Participate in appropriate meetings with staff and senior management
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems
- To adhere to school policies on equality and diversity
- Use all Trust standard computer hardware and software packages where appropriate

Key Responsibilities

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Research and understand qualifications and how they are assessed
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met
- Communicate clear internal and external deadlines and processes for gathering/sharing exam related information from Curriculum Teams with the support of the assistant principal responsible for examinations
- Brief candidates/staff/parents/carers on examination regulations and requirements
- Actively support the Head of centre in cooperating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Manage the registration with and compliance of all policies required by examination boards and JCQ on an annual basis
- Manage arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with regulations
- Support the Head of centre in managing *Conflicts of Interest* by informing the awarding bodies to timescale and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- Create/review/update exam related policies as required by the regulations and accurately reflecting working practices in the centre
- Support the Special Educational Needs Co-ordinator in implementing examination access arrangements or reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)
- Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations and assessments
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees
- Maintain/update candidate records in relation to unique identifiers
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Submit any applications for transferred candidate arrangements
- Recruit, interview, train, update and manage a team of invigilators
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place
- Ensure teaching staff complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
- Support the Special Educational Needs Co-ordinator in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation, etc)
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking
- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Ensure all exam accommodation is prepared in accordance with the requirement
- Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations
- Manage unexpected issues/irregularities which may affect the conduct of examinations
- Support the Head of centre in investigating and reporting cases of suspected or actual malpractice

- Manage emergency access arrangements for eligible candidates as the need may arise during exam time
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements
- Submit to the published timescales, relevant follow-up reporting to awarding bodies in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria
- Ensure candidates and teaching staff are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results
- Effectively use internal and external IT systems to access and manage awarding body results information
- Manage and administer the receipt, distribution and retention of examination certificates
- Manage the preparation for and conduct of internal examinations (mock examinations) under external examination conditions
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Head of centre/SLT.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding
- Participate in the Trust Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder may be required to carry out other duties as required by the Trust

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our children and young people. Therefore, we expect everyone to share this commitment. All appointments are subject to satisfactory pre- employment checks, including a satisfactory Enhanced criminal records with Barred List Check through the Disclosure and Barring Service (DBS) and the completion of Level 2 Safeguarding training. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

The Trust and its member academies are committed to promoting equality and diversity in both employment and education provision. We aim to ensure that students, parents, governors, employees, contractors, partners, clients and other stakeholders within the Trust community are treated fairly, and with dignity and respect regardless of Protected Characteristics.

Spencer Academies Trust is a Disability Confident Committed Employer.

Person Specification	Essential	Desirable
Education, Training and Qualifications	<ul style="list-style-type: none"> • Minimum of level 2 in English and Maths (e.g. equivalent to GCSE Grade A*-C) 	<ul style="list-style-type: none"> • Appropriate qualifications at level 3 (e.g. equivalent to A level) • Appropriate degree
Experience	<ul style="list-style-type: none"> • Recent experience of managing exams in an educational context • IT literate • A competent user of Microsoft packages • Experience of using a MIS system • Experience of analysing data and presenting reports • Experience in managing staff 	<ul style="list-style-type: none"> • Recent experience of managing exams in a secondary school • Experience of using SIMS (training can be arranged)
Skills	<ul style="list-style-type: none"> • Good communication and presentation skills • The ability to work with a high degree of accuracy • Ability to develop positive relationships with students, parents and colleagues • Ability to communicate effectively with staff, students, parents and agencies/statutory bodies, etc. • Good organisational skills and the ability to work to tight deadlines under pressure • Confident user of ICT systems 	<ul style="list-style-type: none"> • The ability to inspire and motivate colleagues to achieve the highest standards
Knowledge and Understanding	<ul style="list-style-type: none"> • Understanding of current developments in the secondary school curriculum and examination systems • The ability to manage and maintain the integrity and confidentiality of the exams system 	<ul style="list-style-type: none"> • Experience of advising senior leaders and governors of changes in the examination system • Experience of tracking pupil progress
Personal Attributes	<ul style="list-style-type: none"> • Commitment to supporting the ethos of the school • Commitment to the success and wellbeing of all the students • A flexible approach to working hours to ensure requirements are met 	<ul style="list-style-type: none"> • Willingness to play an active part in the wider school community and to support the ethos of the school