



# Examinations Officer

## Alde Valley Academy



# Job Description: Examinations Officer

**Reports To:** Senior Leadership Team

**Direct Reports:** Exam Invigilators

**Salary:** Grade 5, points 16-20

## **Role Purpose:**

- To manage the school's examination and assessment cycles in accordance with the Trust and JCQ and external examination bodies policies and regulations.
- Manage a team of examination invigilators.

## **Specific Responsibilities**

- To inform SLT, Heads of Department and other relevant staff of changes to exam syllabi/exam board and or JCQ requirements.
- Plan, organise and manage all arrangements for internal and external exams ensuring all arrangements are in line with published policy and JCQ regulations.
- Arrange timetables, secure appropriate accommodation, create seating plans and desk labels, receive, check and securely store confidential materials.
- Photocopy mock exam papers
- Manage, maintain and update contingency planning and examination policies.
- Communicate all examination arrangements and details to all stakeholders including SLT, Heads of Department, SENCO, Heads of Year, students, parents, site and IT staff.
- Assist recruitment, train and manage a suitably sized team of invigilators in accordance with Exams Office guidelines.
- Liaise with the SENCO regarding SEN students ensuring eligible students get the correct entitlement for access arrangements, support and materials.
- Be responsible for the application for Special Consideration to Awarding Bodies
- Ensure examinations, coursework and controlled assessments are dispatched as required and ensure secure storage is maintained on return until permitted release, in line with JCQ regulations.
- Be responsible for private candidates through the exam process.
- Manage the secure photocopying of exam papers 90 minutes before the public exam time.
- Manage any problems prior to, or during, the examinations such as illness, absences or behaviour with support from the Senior Leadership Team.
- Organise the collection of certificates. Liaise with students, parents and staff regarding the arrangements for examination results.
- Be responsible for all post-results services such as reviews of marking; and communicate the outcomes to stakeholders.
- Liaise with Bromcom & Curriculum Officer and Attendance & Data Officer regarding new entrants, ensuring all necessary GL assessment are undertaken.
- Provide data from GL assessments.
- Assist with analysing data from assessments completed.
- Ensure all certificates are securely stored until collected.
- Occasional support for the admin team, with the day-to-day business of the school in the main office.

## **General Responsibilities**

### **All school staff are expected to:**

- Work towards and support the school's strategic vision and the objectives.
- Adhere to school policies and procedures as set out in the staff handbook or other documentation
- available to all staff.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors,
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

### **All employees of Kingfisher Schools Trust will:**

- Ensure that they adhere to the trust code of conduct and all policies and procedures including those relating to child protection and safeguarding, equal opportunities, health and safety, security, confidentiality and data protection
- Support the school and departmental development plans and positively engage in continuous professional development activities
- Seek advice and escalate more complex issues to the appropriate person within the workplace structure, using discretion as appropriate
- Undertake any other duties in line with their level of responsibility, as reasonably directed by the line manager or the Headteacher or a person acting with delegated authority on their behalf

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.



## Person Specification

Essential criteria	Desirable criteria
<p><u>Qualifications and education:</u></p> <ul style="list-style-type: none"><li>GCSE Maths and English grade C/4 or above</li></ul>	<ul style="list-style-type: none"><li>Evidence of further professional development and training.</li></ul>
<p><u>Experience and knowledge:</u></p> <ul style="list-style-type: none"><li>Previous school-based experience.</li><li>Competency in MS Office, using spreadsheets and databases.</li><li>Strong administrative and IT skills</li><li>Knowledge of data handling, record keeping and confidentiality requirements.</li><li>Understanding of the importance of compliance with regulations and procedures.</li><li>Experience of working to tight deadlines and managing competing priorities.</li></ul>	<ul style="list-style-type: none"><li>Previous experience in an examinations-based role.</li><li>Knowledge of JCQ regulations and awarding body requirements.</li><li>Experience of using school management systems (Bromcom).</li></ul>
<p><u>Skills and attributes:</u></p> <ul style="list-style-type: none"><li>Excellent organisational and time-management skills</li><li>High level of accuracy and attention to detail.</li><li>Ability to remain calm under pressure.</li><li>Ability to develop and maintain good relationships with a wide range of people, including young people.</li><li>Ability to be assertive and confident with decision making.</li><li>Ability to communicate clearly and professionally with staff, students and external organisations.</li><li>Ability to work independently and use initiative.</li><li>High levels of discretion, confidentiality and awareness of data protection.</li><li>Flexible and adaptable, particularly during peak exam periods.</li></ul>	<ul style="list-style-type: none"><li>Experience of managing or coordinating staff.</li></ul>
<p><u>Professional Development:</u></p> <ul style="list-style-type: none"><li>Willingness to undertake any training offered, relevant to the role</li></ul>	