

SUPPORT STAFF: JOB DESCRIPTION & PERSON SPECIFICATION

Position Title	Examinations Officer
Reporting to	Assistant Principal
Hours	35 hours per week for 52 weeks per year
Grade/Point	E16

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose:

- The Exams Officer will work alongside key staff in school (and alongside Exams Officers in other DMAT schools) to set the highest standards of administrative efficiency in support of students and families in what can understandably be a stressful period of some students' academic career.
- The Exams Officer will demonstrate the drive and initiative to work in an independent and flexible manner where management of workload and personal organisation will be vital skills.
- A good working knowledge of how to deal with more complex and challenging situations will be necessary.

Main Duties and Responsibilities:

- To take advice and seek support from DMAT portfolio leads with regards to support staff functions across the school and act appropriately on the advice received.
- Ensure that parents' evenings are set up and run efficiently; ensuring the smooth running of the parents' evenings.
- Attendance at Governors meetings as required or requested.
- Keep the school's MIS (Arbor) up to date with staff, student and timetable information.
- By the main point of contact in the school for the update of student assessment data.
- To undertake the Workforce Census for the academy.
- To oversee the completion of the school census, 3 times a year, ensuring that it is submitted by the deadlines.
- To support the senior leadership team with the organisation of school events.
- To undertake professional development and training where required.

As Exams Officer you will also be responsible for:

- Be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process.
- Be responsible for managing the effective and efficient administration of internal examinations and tests.
- Support the Head of centre in ensuring that the centre is compliant with JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.

- 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.
- Closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met.
- Ensure examinations are conducted in accordance with the regulations.
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, support 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.

Main Duties and Responsibilities:

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process.
- Identify and access relevant support available from external stakeholders (Awarding bodies / JCQ / Network group / The Exams Office, etc.).
- Communicate clear internal deadlines and processes for gathering / sharing exam-related information from/with relevant internal stakeholders.
- Brief candidates / staff / parents/carers on regulations and requirements.
- Actively support the head of centre in co-operating 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 arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations.
- Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
- Contribute to the creation / review / update of exam-related policies and procedures as required by the regulations and accurately reflect working practices in the centre.
- Support the SENCo in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines).
- Support the head of centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies.
- 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.
- Ensure candidates and relevant internal stakeholders 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 in accordance with JCQ regulations and/or awarding body rule.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct

- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.

Person Specification:

CRITERIA	ESSENTIAL	DESIRABLE
Professional Qualifications and Learning	<ul style="list-style-type: none"> • 5 GCSEs at grade C/4 and above, or equivalent; Including English & Maths 	<ul style="list-style-type: none"> • First aid qualification
Experience	<ul style="list-style-type: none"> • Good understanding of IT systems including Email, Spreadsheets and Word Processing 	<ul style="list-style-type: none"> • Knowledge of working databases • Office based experience • Experience of working in school setting • Working with Microsoft Office applications.
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively, verbally and in writing • Excellent grammatical, spelling and punctuation skills. • Ability to manage time effectively • Ability to work on own initiative and to meet deadlines • Ability to work effectively as part of a team and work collaboratively • Strong organisational and planning skills • Use Microsoft Office and Google Suite 	<ul style="list-style-type: none"> • Ability to solve problems and find creative solutions
Personal Qualities	<ul style="list-style-type: none"> • Calm under pressure with a flexible and adaptive and highly professional approach to their work • Reliable and trustworthy • Embodies the Trust's vision and values • "Can do" attitude • Friendly persona • Awareness to and commitment to equality • Displays understanding & commitment to the protection and safeguarding of children and young people 	<ul style="list-style-type: none"> • Committed to personal and professional development.

Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed.....

Dated.....