

Post Title: Exams Officer (Maternity Cover)
Reports to: Vice Principal
Location: Academy based
Salary: OAT Grade 4 (£28,142 - £29,540) FTE
Status: Term Time plus 3 weeks (42 weeks) permanent

Core Purpose

The Exam Officer plays a key role in the effective planning, coordination, and administration of all internal and external examinations within the academy. The postholder is responsible for ensuring that examination processes run smoothly, in full compliance with awarding body regulations, and that all students are given the appropriate arrangements and support to enable them to perform to the best of their ability. This includes maintaining a high level of accuracy, organisation, and attention to detail across all aspects of exam administration.

A central aspect of the role is to act as the main point of contact for examination boards, staff, students, and parents regarding all matters related to examinations. The Exam Officer is expected to manage examination entries, timetables, seating plans, and results processing, while ensuring that deadlines are met and regulatory requirements are strictly adhered to. The role also involves maintaining secure handling of examination materials and ensuring confidentiality at all times.

In addition, the Exam Officer contributes to the wider effectiveness of the school by supporting the leadership team in developing efficient examination procedures and responding to changes in awarding body guidance. The role requires a proactive and solution-focused approach to problem-solving, particularly during busy examination periods, and a commitment to providing a fair and supportive examination experience for all candidates.

Key Responsibilities

Examination administration/coordination [Internal and External]

- Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken
- Ensure all exams are started and finished correctly in line with JCQ guidance and that all exam scripts are collected, checked, packaged and dispatched to exam boards in an efficient and compliant manner
- Create and maintain systems, processes and policies for Department Leaders, SEND Team and others to enter examination entries including all those needing additional adjustments
- Liaise with staff/Heads of Department re student examination entries
- Ensure the accuracy of all entries including those requiring additional needs/arrangements
- Ensure the efficient administration of external examinations including the analysis of student performances and any reporting requirements post results.
- Liaise with appropriate colleagues to create the necessary rooming and staffing arrangements for the school's internal and external exams
- Disseminate examination information to staff, students and parents / carers, including exam and invigilation timetables, guidelines and querying results
- Complete examination entries and securely store and send completed examination papers to external examination boards

- Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements
- Organise the school's external invigilators, including training and ensuring up-to-date information is provided to them
- Manage arrangements for internal examinations
- Provide data and analysis on examination entries and results
- Recruitment and co-ordination of casual Exam Invigilators
- Liaison with other staff involved in examinations

Exam invigilation/preparation

- Responsible for the preparation of examinations, including room set up, attendance registers, securely storing and checking papers, providing and checking seating plans and stationery
- Make arrangements for the specific needs of individuals (e.g. SEND), external entrants who are not school student and for school students to sit examinations elsewhere
- Undertake examination invigilation.
- Set up exam rooms
- Responsible for large expenditure on examination fees
- Responsible for the safe storage and sending of sensitive information, such as examination papers, examination certificates and maintaining records of all examinations and results. Creates information systems for the examination function.

Systems, Policies and Procedures

- Understand and adheres to exam regulations
- Adheres to the school's behaviour management and safeguarding policies and other relevant policies

Building Professional Relationships

- Provides information and communicates with school staff, parents / carers, pupils and external examination boards on examination issues.
- Carries out analysis of examination entries and results; deals with examination related queries and problems, timetable clashes.
- Provides advice in relation to external examination regulations.

General Duties

- Be aware of promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, differences and ensure equal opportunities for all.
- Maintain confidentiality of information acquired in the course of undertaking duties.
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
- Ensure GDPR principles are embedded in normal working practices.
- Postholders may be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities.
- As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.

- The Trust expects that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives
- Contribute to a positive academy ethos, promoting safeguarding, equality, and professional conduct

Any other duties commensurate with the grade and nature of the job description.