

JOB DESCRIPTION

Employment Details	
Job Title	Exams Officer
Reports to	Principal
Salary Band	WHFNJC N

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
• The administration and organisation of all aspects of external examinations in accordance with the regulations outlined by the awarding bodies • The administration and organisation of all aspects of internal examinations • The administration of all aspects of vocational awards in accordance with the regulations outlined by the awarding bodies • To support the Vice Principal (Assessment) in the management, analysis and dissemination of student examination data • The line management and training of examination team Exam Invigilators

Responsibilities
• The setting and management of examination budget • Organising and maintaining the security and integrity of all public examinations on and off the Academy site • Organising the integrity of examination materials including receipt, storage and despatch in a secure manner in accordance with regulations • Organising confidential maintenance of materials relating to students, sharing only the information required to external agencies in order for the appropriate examination dispensation to be received • To assist the Vice Principal (Assessment) in the development of examination policies and review as appropriate • Resolving examination clashes in accordance with the regulations and informing individual candidates of the resolution • Liaising with all staff e.g. Teaching and Learning Leaders regarding estimated entries, intention to enter and examination entries • Organise the registration/enrolment of all candidates on vocational courses in advance of deadlines • Submitting entries for external examinations to awarding bodies in advance of deadlines • Organising SEND Provision, including liaising with the SEND Co-ordinator regarding candidates with SEND; applying to awarding bodies for access arrangements for such candidates • Liaising with the JCQ and LEA Inspectors during annual "spot check inspection" – ensuring relevant documentation needed for the inspection is available and answering any questions relating to the inspection of the centre

- Managing the daily running of external examinations; this includes ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special education needs are in place
- Liaise with the Premises Team with regard to setting up of examinations weekly
- Ensuring examinations venues are setup in accordance with the JCQ regulations
- Ensuring all examinations are started, conducted and finished in accordance with the JCQ regulations
- Ensuring high level controlled assessment are conducted in accordance with the awarding bodies regulations
- Reporting of any incidents of malpractice to the relevant Awarding Bodies
- Providing a centre timetable to include dates, times, venues and number of candidates
- Arranging invigilation for all external, internal examinations and controlled assessments, including briefing and training invigilators on examination regulations and Academy policy
- Collection and dispatching of examination scripts/controlled assessment/portfolios in accordance with the regulations
- Collection, processing, dispatching of OPTEMs
- Packaging and dispatching of portfolios
- Processing enquiries about results and requests for return of scripts
- The collection of monies - relating to students re-sit examinations and access to scripts
- Disseminating information, answer enquiries and dealing with complaints regarding external examinations with staff, students and parent/carers
- Overseeing and checking and distribution of certificates
- Produce written guideline for staff and students; and providing individual examination timetables, notice to candidates and all relevant examination regulations for all candidates entered for examinations
- The identification of each individual student and verifying the student identity before unlocking on-line examinations
- The accurate input of vocational results on the awarding bodies' websites
- Organising the arrangements for internal examination, including the production of the timetable, rooming, access arrangements and invigilation
- Liaising with all external agencies relating to examinations
- Keep up-to-date with the requirements of the role, ensuring attendance at appropriate awarding body and other INSET training meetings etc and keep up-to-date with the latest procedures and regulations for controlled assessments external examination and vocational courses
- Record and submit monthly invigilator hours to the Finance Department
- To be present and available on the days when results are notified and organise the distribution of results to candidates and staff

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training	
Essential	Desirable
GCSE C or above (or equivalent) in English and Maths	
Skills and Experience	
Essential	Desirable
- Sound working knowledge of Microsoft Office applications - Customer Care experience - Attention to detail - Self-motivating - IT literate - The ability to prioritise own workload - Problem solving - Managing situations occurring during busy exam periods, occasionally resulting in normal procedures being interfered - Excellent communicator - The ability to work on own initiative	- Lead assemblies with Year 9, 10 & 11 to explain exam procedure and discipline. Presentation on exam procedures to new teaching staff - Experience in an office or school environment is desirable - Creation of most efficient plan for management of exams, taking into account numbers of candidates and best use of resources - Construction and input of the timetable for the new academic year. Manage pupil timetable changes throughout the year and creates timetables for new admissions
Specialist Knowledge	
Essential	Desirable
- Develop appropriate exams policies and review as appropriate - Manage the issue of results, plus statistics and certificates - Deal with past results queries for employers/ex-students - Maintain effective records of student performance - Ability to maintain relationships with Leadership team, subject leaders, cover managers, invigilators, Exam Boards, NAA & Exam Officers' Association, DCSF and LA and other stakeholders.	
Personal Traits	
The successful candidate will:	
- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times. - Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries. - Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace. - Have values that align with the ethos and culture of The White Horse Federation.	

