

JOB DESCRIPTION

Exam Officer

Reporting to:

Deputy Headteacher

Starting Salary:

£33,855 - £37,063 per annum (TCES Salary Band 5)

Contract and hours:

Permanent, (37.5 hours per week) term time + 1 week.

Job Purpose

At TCES, the Exam Officer role holds responsibility for the administration, coordination and organisation of all aspects of internal and external examinations and accreditations in accordance with the regulations laid down by the awarding bodies and the Joint Council for Qualifications (JCQ), for TCES

Outside of exam season, they will work predominately under the direction of the Deputy Headteacher, carrying out educational and/or pastoral work with individual pupils, small groups and/or a range of cover across TCES Northwest & TCES Ealing.

Main duties and responsibilities

Examinations

Candidates (pupils) & arrangements

Liaise with SLT of TCES Northwest & TCES Ealing regarding pupil entries for external examinations and accreditations.

Submit entries for all external examinations, including GCSEs, Functional Skills, SATs and vocational accreditations to awarding bodies in advance of deadlines.

Ensure any exam IT software is tested and working as required, as well as ensuring that staff have appropriate log in information for necessary portal access.

Organising SEN provision in collaboration with the appropriate SENCo, ensuring application and delivery of special access arrangements for pupils in line with awarding bodies and JCQ guidance, within appropriate and relevant timeframes.

Providing exam centre timetables to include dates, times, venues and number of candidates.

Providing candidates (pupils) with their own examination timetable.

Ensure maintenance of risk assessment documentation for examination venues, reviewing contingency planning and emergency procedures.

Examination regulations & invigilation

Managing on-site daily running of external examinations, inclusive of preparing the examination room for the start of the examination, providing resources, stationery and equipment as required; ensuring preparations, resources and staffing related to access arrangements are ready for specific candidates (pupils).

Oversee speaking and listening examinations, ensuring recordings are completed, stored and logged appropriately.

Organising delivery of question papers, collecting, providing safe custody of, and dispatching worked scripts in accordance with regulations.

Resolve examination clashes.

Maintain all JCQ and awarding bodies' regulations, ensuring staff are trained in general and specific terms, required information, attendance trackers and documentation are logged and secured.

Ensure continuous readiness for JCQ inspections and audits.

Log all incidents and suspected malpractice in line with JCQ regulations.

Brief candidates (pupils) on examination regulations, producing written guidelines for staff and students, and displaying inside and outside the examination room.

Arranging with Deputy Headteachers appropriate levels of Exam Invigilators, providing training to staff on invigilation and briefing invigilators in school and examination regulations & procedures.

Managing appropriate archiving and the secure destruction of confidential waste, including examination papers and certificates.

Check awarding body secure mail systems regularly as required.

Attend all training as appropriate or required, from JCQ and awarding bodies.

Examination results & moderation

Liaise with teachers, internal and external assessors and verifiers as part of assessment moderations, preparing samples as required.

Attend sites on the days when results are notified and oversee the distribution of results to candidates (pupils) at TCES Northwest & TCES Ealing.

Oversee the checking and timely distribution of certificates, posting uncollected certificates, and chasing exam bodies for missing certificates.

Check Department for Education and other examination statistics before publication.

In collaboration with the TCES Business Analyst, produce analysis of examination results & data following the formal notification of results.

In collaboration with the school/service Deputy Headteachers, make arrangements for examination / course work moderation, internal assessment moderation, and collaborating to quality assure the examination process and the impact on pupil progress.

Track and monitor pupil progress through internal data systems.

Process enquiries related to results, requests for return of scripts, and manage complaints regarding external examinations from staff, students, parents/carers in line with the TCES Complaints Policy.

Non-examination related responsibilities

Outside of exam season / high examination-related periods of work:

- Undertake planned coverage of support, in place of a Group Coordinator, Class Teaching Assistant (TA), or Additional Support TA, due to planned or unplanned short term absence.
- planned coverage of PPA and breaks.
- supporting transition periods and accompany pupils to external activities or on educational visits.

Actively support the development and improvement of literacy and numeracy skills of pupils.

Assist in preparation of teaching resources as required.

Keep accurate and up to date records where required, as per TCES prescribed guidelines, deadlines and policy, as well as updating pupil records through the school's MIS.

Role model the TCES Community Values, supporting pupils to develop and demonstrate appropriate behaviours for learning and building of appropriate relationships.

Ensure a healthy partnership between school, family, pupil and multi-disciplinary partners.

Collaborate effectively with all members of the school community to mitigate the absence of an individual staff member.

Ensure that feedback is provided to the class teacher, if covering, so that pupils' and parents' experience is as expected and consistent and provide input into school reports.

Support, encourage and motivate pupils and any staff in the class, engaging pupils in learning set by the supervising teacher in accordance with the aims of the EHCP.

Always promote the safety and wellbeing of pupils and staff and ensure that any Safeguarding/Child Protection/Family Protection concerns are communicated appropriately and swiftly to the appropriate senior staff so that all necessary measures may be taken to safeguard and support those concerned.

Since job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The post-holder is expected to observe and comply with all TCES policies and regulations, for example Code of Conduct, Safeguarding, Keeping Children Safe in Education, Health and Safety, TCES Values, Equality and Diversity etc.

PERSON SPECIFICATION

Education and qualifications

Numeracy and Literacy qualifications at level two or above (or equivalent qualifications).

Appropriate degree qualification and/or relevant qualifications and certified training courses relating to Education / Social Work / Youth Work.

Knowledge and experience

Prior experience with student record systems and examination processes, including knowledge of JCQ regulations and access arrangements, as well as handling and storing of confidential exam papers and data.

Extensive working experience of direct work with pupils in a recognised educational or related setting, ideally covering teachers' planning, preparation and assessment.

Clear understanding and knowledge of the National Curriculum, teaching, assessment and behaviour management strategies that facilitate effective learning and progress.

Have a working knowledge of best practice in supporting neurodiverse pupils.

Skills and ability

Understanding of special educational needs, neurodiversity and child development.

Ability to handle sensitive and confidential information.

Ability to deliver teaching to classes based on pre-determined lesson plans, as well as direct work with small groups and individual pupils.

Effective communication, good listening skills, and ability to recognise and understand young people's needs.

Capacity to handle peaks of activity and stress throughout the year – in and outside of exam season.

Good organisational skills with the ability to plan workloads and prioritise tasks.

Good interpersonal skills and the ability to develop constructive and appropriate relationships with pupils.

Other

Commitment to leading on safeguarding and promoting the welfare of children and young people.

Able to promote and celebrate diversity and equal opportunities.

Commitment to TCES Values.

D= Desirable **July 2026**