



COWES ENTERPRISE COLLEGE

Exams Officer

Salary: OAT Grade 4 (OAT Exams Level 2): NJC Points 11-14

Full-time: 37 Hours per week: Term Time plus Development days plus 3 weeks (total 42 working weeks).

Responsible to: Data & Exams Manager/SLT Examinations Link

The Exams Officer is responsible for managing all aspects of the school's internal and external examination procedures and ensuring that the process is managed accurately and efficiently so that students have an examination environment that will allow them the best opportunity to succeed.

As an Exam Officer, you will need to have excellent interpersonal and communication skills, and the ability to communicate successfully with students and staff alike. You will have a proven track record of working with a high level of accuracy, professionalism and confidentiality and be a highly organised individual with excellent time management skills and the ability to prioritise a busy workload.

It is a condition of the role that the postholder will be flexible with their working hours during the exam periods as required.

Main duties and Responsibilities – subject to annual review

Exam administration/co-ordination

- Support the Data and Exams Manager and Head of centre in ensuring that the centre is compliant with JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments.
- Support the Special Educational Needs Coordinator (SENCo) in implementing examination access arrangements or reasonable adjustments for eligible candidates
- Be responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken
- 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.
- work with the ICT Technician to ensure the needs of candidates and invigilators requiring ICT are met and that the integrity of the exam is maintained

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. SEN), external entrants who are not school pupils and for school pupils to sit examinations elsewhere
- Undertake examination invigilation

Resources

- 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
- Contribute to the creation/review/update of exam related policies as required by the regulations

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.

Problem solving and decision making

- Makes decisions on a broad range of the administrative necessary for the effective operation of the examinations process.

Knowledge, skills and experience

you will need to have excellent interpersonal and communication skills, and the ability to communicate successfully with students and staff alike.

You will have a proven track record of working with a high level of accuracy, professionalism and confidentiality and be a highly organised individual with excellent time management skills and the ability to prioritise a busy workload.

It is a condition of the role that the postholder will be flexible with their working hours during the exam periods as required.

You should have:

- Knowledge of the management of a broad range of examination procedures and systems, awarding organisations, and invigilation procedures equivalent to national qualifications level 4.
- Excellent ICT skills

Other supervision

- Will provide supervision for students in a designated area of the academy site during the lunch period.
- May assist escorting pupils on educational visits.

Physical demands and working conditions

- Work normally carried out in an office environment.
- Some room set up for examinations.

Personal Competencies

The postholder will preferably have appropriate experience of working with young people of the 11-19 age range and must demonstrate effective experience in the support of young people's learning.

The postholder will;

Be self-motivating and hold the ability to identify your own training needs and a willingness to attend relevant training courses or other training and have the ability to work on own initiative, balance competing priorities and organising own work schedule.

Be fully aware and conversant with the needs of pupil safeguarding and the child protection responsibilities of the College.

Maintain confidentiality at all times.

Flexibility Clause

As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Variation Clause

This job description will be reviewed and updated periodically to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Fluency in English

The post is covered by Part 7 of the immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

General Responsibilities

- 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.
- Post holders 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 expect 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

All staff are part of a wider academy team. Each individual, therefore, is required to support the values/ethos of the academy and the academy priorities as defined in the Academy Improvement Plan. This will mean being responsive to the needs of colleagues, parents and pupils and being flexible in a demanding environment. On occasions the post holder may be expected to carry out reasonable duties or roles or additional tasks, as requested by the Principal and Governors, which are not specifically detailed in this job description.

Due to the nature of this job, it will be necessary for the appropriate level of Disclosure and Barring System check to be undertaken. It is essential that post holders disclose whether they have any pending charges, convictions, bind-overs or cautions and if so, for which offences. Any failure to disclose such convictions will result in dismissal or disciplinary action by the academy.