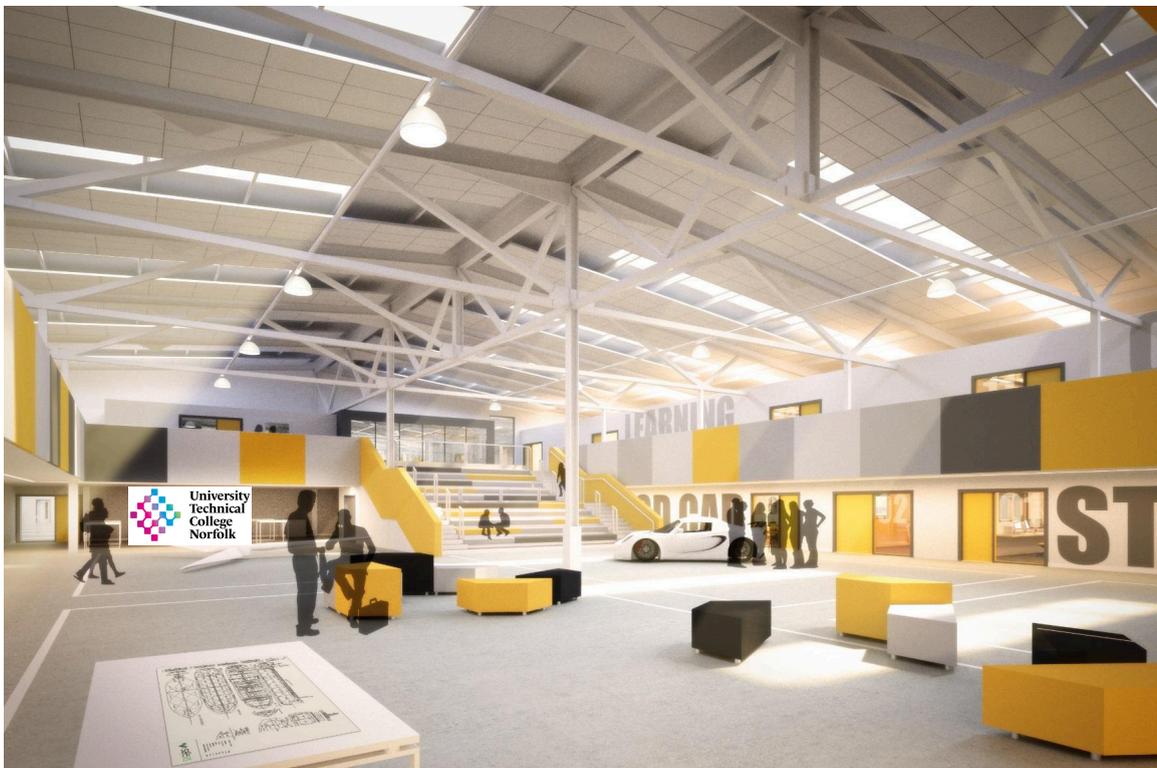


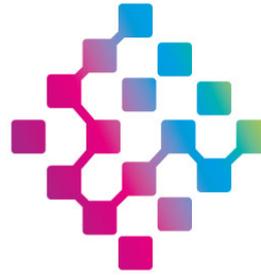
Examinations Officer

APPLICATION PACK



University
Technical
College
Norfolk

Examinations Officer (Term time + 3 weeks (10 days from mid August including day prior, day of, and day after exams results, plus 1 week to be split at the beginning of January, May half term, and any other additional days required from the Exams Manager)



**University
Technical
College
Norfolk**

Support Staff, Scale 5 £25,289.83-£27,066.86

Required ASAP

UTCN exists to develop the next generation of engineers and science professionals and, with a fabulous £10m building and £1.3m of specialist equipment, that's exactly what we have achieved. We have been open ten years and we are already one of the top performing UTCs in the country. We have a specialism in engineering, but we also cater for 14-19 age students with interests in Science, Computing and Mathematics. UTCN is heavily oversubscribed for 2025 entry and was graded 'Good' across all areas by OFSTED in May 2019.

We are looking for an Examinations Officer to facilitate exams at UTCN. With the school having KS4 and KS5 year groups, and a range of qualifications taken including T Levels, exams take place regularly at UTCN. The Examinations Officer would be a core part of the Exams Team, line managed and working closely beside our Data and Exams Manager.

UTCN joined the London-based MAT Community Schools Trust (CST) in 2020. CST has a track record of achieving some of the best exam results in the country. This partnership of technical expertise with academic excellence will create some fabulous opportunities for both staff and students. CST supports the school in the creation and application of robust and rigorous systems that all teaching staff adhere to to promote exceptional progress in our students. It allows us to have a standardised, research based approach to teaching at UTCN that allows staff to be the best possible teachers.

Those with experience of working in a school setting with knowledge of exams are encouraged to apply.

If you are an excellent employee that:

- Has the ability to work as part of a small team
- Has the capacity for hard work
- Is well-organised and can meet deadlines
- Has the determination to ensure UTCN is the top provider of its type in the country

Then we want to hear from you. For further information and to apply, please see our website www.utcn.org.uk

Examinations Officer Job Description

Job Title:	Examinations Officer
Overarching Job purpose:	To administer and organise internal and external examinations
Reports to:	Data and Exams Manager
Grade:	Support Staff, Scale 5 £25,289.83-£27,066.86
Hours of work:	37 hours per week: specific working pattern to be agreed with Line Manager
Contract Terms:	Term time + 3 weeks
Revised:	26/02/2026

Examination Duties	
1	To coordinate and administer all internal and external examinations, liaising with teaching and support staff, including the site manager and cover manager, regarding the furnishing and availability of appropriate venues for the conduct of examinations
2	To complete exam registrations and entries and liaise with Heads of Faculty to check their accuracy
3	To liaise with the Assistant SENDCO to ensure Exam Access Arrangements (EAA) are submitted and accurate records are kept to comply with JCQ guidelines
4	To manage the process of submitting special consideration requests, communicating with parents and keeping evidence as required
5	To work with teaching staff to enter controlled assessment data in a timely manner
6	To ensure that all staff contact details are kept up-to-date with all exam boards
7	To work with the relevant member of SLT and Data and Exams Manager to create the UTCN Data and Assessment Calendar
8	To ensure that the appropriate number of invigilators are trained and booked to comply with JCQ guidelines
9	To support the relevant member of SLT, Internal Quality Assessor and Quality Nominee in the completion of annual reviews
10	To provide student statements of entry for internal and external examinations
11	To work with relevant staff to plan the T Level Employer Set Projects and Occupational Specialisms
12	To check invoices relating to examinations in collaboration with the Finance Officer
13	To check all IT is functional and complies with exam board requirements for online exams and controlled assessments
14	To update the Candidate Guide to Examinations for students and disseminate its contents to parents and students
15	To support the relevant member of SLT in running exam-related events for parents
16	To update the examinations page on the UTCN website
17	To create exam plans and timetables for all interim and external examinations and disseminate them to staff, students and parents
18	To work with the relevant staff members to create holiday revision timetables for students

19	To oversee, in accordance to guidance, the removal of students from examinations
20	To ensure the secure storage and dispatch of examination materials as required by examination board regulations
21	To update all exam policies annually, in line with JCQ requirements
22	To ensure suitable arrangements are made for students using laptops, preparing USB sticks as required
23	To collect and manage the distribution of exam results on results' days and organise the distribution of certificates to leavers
24	To manage the conflicts of interest process
25	To work with the Data and Exams Manager to provide analysis of examination results and to present this information in a clear manner
26	To administer requests for marking reviews, return of scripts and complaints for processing by exam boards
General Responsibilities	
27	Attend Staff Briefing at 0845 on Monday
28	Carry out responsibilities, commensurate with your position, as defined within the following policies and procedures: <ul style="list-style-type: none"> • Staff Code of Conduct • Equal Opportunities • Health, Safety & Welfare • Child Protection • Data Protection
29	To be First Aid trained and carry out First Aid duties
30	Undertake any other similar duties of this level as required by the Headteacher

Person Specification: Examinations Officer

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Level 3 equivalent qualification 	<ul style="list-style-type: none"> Degree in relevant subject
Experience	<ul style="list-style-type: none"> Working closely with or as part of a school's examinations team 	<ul style="list-style-type: none"> Working as an Examinations Officer
Skills	<ul style="list-style-type: none"> Excellent IT skills Organisational and planning 	<ul style="list-style-type: none"> Proficient at using education Management Information Systems (MIS) to organise exams Good working knowledge of Excel Good working knowledge of using Google workspace
Personal Qualities	<ul style="list-style-type: none"> High expectations for young people Optimistic and enthusiastic Determined Dedication to developing as an employee Team player Resilient Good communicator 	<ul style="list-style-type: none"> Innovative Sense of humour
Other	<ul style="list-style-type: none"> Professional manner High personal standards of literacy and numeracy Keen to work with local employers Determination to ensure that UTCN is the top provider of its type in the country 	<ul style="list-style-type: none"> Willingness to participate in on- and off-site activities Enthusiasm to contribute to the wider school ethos

Closing date:

Interviews:

We reserve the right to close applications for this position, and interview earlier, if a suitable candidate applies.