



Job Description - Examinations Officer

Job Title	Examinations Officer
Responsible To	[To be confirmed]
Scope	Chiltern Way Academy
Hours	37 hours per week, 40 weeks per year

About Chiltern Way Academy Trust

Chiltern Way Academy Trust is a specialist multi-academy trust providing high-quality education for young people with Autism Spectrum Condition (ASC) and Social, Emotional and Mental Health (SEMH) and Emotionally Based School Avoidance (EBSA) needs. Our schools are based across Buckinghamshire, Hampshire and Wokingham, united by a shared commitment to transforming the lives of the young people we serve.

We are proud to offer a supportive, inclusive and ambitious working environment where every member of our team plays a vital role in achieving outstanding outcomes for our young people.

Job Purpose

To manage and administer all aspects of the examinations process across the Chiltern Way Academy, ensuring full compliance with Joint Council for Qualifications (JCQ) regulations and awarding body requirements. The post holder will be the primary point of contact for all examination-related matters across the five CWA schools, working closely with Executive Principal, Directors of Curriculum and Teaching, Heads of Campus, Teacher, the Trust Operations employees and external awarding bodies to ensure that all young people are entered, prepared and supported through their examinations in a seamless, accurate and timely manner. The role also includes routine support around data for exams as part of the wider school operations.

Key Responsibilities

Examinations Administration

- Manage the full examinations cycle across all CWA Bucks schools, from candidate registration and entry through to results and post-results services
- Ensure full compliance with JCQ regulations and awarding body requirements at all times, maintaining up-to-date knowledge of any changes to examination regulations and guidance
- Prepare and submit accurate examination entries to awarding bodies within required deadlines, including late entries and withdrawals where necessary
- Manage the receipt, secure storage and distribution of examination materials in accordance with JCQ requirements
- Organise and oversee the physical administration of all examinations, including room bookings, seating plans, invigilator briefings and on-the-day management
- Recruit, train, deploy and manage a team of invigilators across CWA, ensuring all invigilators are appropriately briefed and compliant with JCQ regulations
- Liaise with awarding bodies, the JCQ and the Local Authority on all matters relating to examinations administration, queries and irregularities
- Manage the receipt and distribution of results, including arranging access for young people and families on results days
- Coordinate and process post-results services including enquiries about results (EARs), access to scripts and appeals, liaising with teaching staff and awarding bodies as required
- Maintain accurate and secure records of all examination entries, results and correspondence in accordance with data protection legislation and Trust policy

Access Arrangements

- Work closely with the SENCO and specialist staff to coordinate access arrangements for young people with SEND, ensuring all arrangements are applied for, approved and implemented in accordance with JCQ regulations
- Maintain accurate and up-to-date records of all access arrangements, ensuring evidence is held securely and is available for JCQ inspection
- Arrange and oversee the provision of approved access arrangements during examinations, including rest breaks, readers, scribes, separate rooms and word processors
- Keep abreast of changes to JCQ access arrangements guidance and ensure school practice remains fully compliant

Data and Administration

- Carry out routine data entry tasks in support of school administration, including updating pupil records and examination data on the school's management information system (MIS) as directed
- Produce basic examination-related reports and data summaries for Heads of Campus and the Trust Operations Lead as required
- Support the preparation of statutory data returns relating to examinations where required
- Maintain accurate filing systems, both electronic and paper-based, for all examinations-related documentation
- Carry out data entry and processing relating to coursework and NEA entries and submissions, in line with agreed procedures and deadlines

Communication and Liaison

- Act as the primary point of contact for all examinations matters across CWA, responding promptly and professionally to queries from staff, young people, families and external bodies
- Liaise effectively with Heads of Campus, subject leads and teaching staff to ensure examination entries accurately reflect timetabling and curriculum decisions
- Communicate results, post-results information and examination arrangements clearly to relevant stakeholders
- Attend relevant network meetings, JCQ training and awarding body events to maintain professional knowledge and ensure best practice

General Responsibilities

- Maintain confidentiality in all matters relating to young people, examination materials and results in accordance with GDPR and Trust policy
- Contribute to the positive culture and ethos of the Trust, modelling professional values at all times
- Participate in relevant CPD, including JCQ and awarding body training, to maintain up-to-date knowledge and expertise
- Undertake any other duties commensurate with the grade and nature of the post as reasonably directed
- And any other reasonable duties as requested by management

Person Specification

	Essential	Desirable	How Assessed
QUALIFICATIONS			
GCSE English and Maths at grade C/4 or above (or equivalent)	✓		Application
Level 3 qualification in Business Administration or equivalent		✓	Application
Relevant examinations officer qualification or JCQ training		✓	Application
EXPERIENCE			
Previous experience as an Examinations Officer or in an examinations administration role	✓		Application / Interview
Experience of working with JCQ regulations and awarding body requirements	✓		Application / Interview
Experience of managing access arrangements in an examination context		✓	Application / Interview
Experience of working in an educational setting	✓		Application / Interview
Experience of using a school MIS system (e.g. SIMS, Arbor, Bromcom)		✓	Application / Interview
Experience of managing and briefing a team of invigilators		✓	Application / Interview
SKILLS & KNOWLEDGE			
Thorough knowledge of JCQ regulations and examination administration requirements	✓		Interview
Ability to manage multiple deadlines accurately and under pressure	✓		Interview / Reference
High level of accuracy and meticulous attention to detail	✓		Application / Interview
Good IT skills including Microsoft Office and MIS systems	✓		Application / Interview
Ability to communicate clearly and professionally with a wide range of stakeholders	✓		Interview / Task
Understanding of data protection legislation and its application in an examination's context	✓		Interview
Ability to work independently and use own initiative	✓		Interview / Reference
Knowledge of access arrangements processes and JCQ regulations		✓	Interview
PERSONAL QUALITIES			
Commitment to the safety and wellbeing of young people with SEND	✓		Interview / References
Professional, discreet and trustworthy — able to handle confidential material and information with integrity	✓		Interview / References
Calm, organised and methodical approach, particularly under pressure at peak examination periods	✓		Interview / References
Flexible and willing to adapt to changing demands across multiple sites	✓		Interview
Commitment to equality, diversity and inclusion	✓		Interview

Safeguarding Statement

Chiltern Way Academy Trust is committed to safeguarding and promoting the welfare of young people and expects all employees and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. In line with Keeping Children Safe in Education (KCSIE), an online search will be conducted on all shortlisted applicants prior to interview.

Declaration

I confirm that I have read and understood this job description and agree to undertake the duties and responsibilities outlined above.

Employee Name		Job Title	
Employee Signature		Date	