



DIDCOT GIRLS' SCHOOL

Job Title:	Exams Officer
Job Purpose:	The management of external and internal exams and integrity of exams data and to process exams results and provide exam analyses to staff within the school and to external agencies.
Responsible for:	Exams Assistant and Exams Invigilators (circa 25-30 casual staff)
Reporting to:	RET Data Lead
Grade:	Grade 10
Contract:	Term Time only plus three weeks (41 weeks)
Hours:	37 hours per week – the hours are to be worked flexibly to support busy exam periods

Purpose of the Job

The Exams Officer has overall responsibility for communication with the Examination Boards and is responsible for the management and execution of all internal and public examinations for Didcot Girls' School. The postholder is also responsible for the reporting and distribution of examination and results data, including any post-results queries.

This is an important post within the school's support function and requires excellent interpersonal skills to communicate at all levels within the school including the Head Teacher and Senior Leadership Team (SLT). The postholder must be a highly efficient administrator with strong organisational skills, keen attention to details and an ability to work under pressure to tight deadlines.

The Joint Counsel for Qualifications (JCQ) is the regulator for main the exam boards. All public exams must be run in full and strict compliance with the official regulations set out by JCQ and the Exam Boards.

Main Responsibilities:

- Ensure all public examinations are run according to JCQ regulations and ensure centre accreditation is approved annually.
- Be the first point of contact and main communicator for the School for all exam matters, including all students, parents, staff, exam boards, private candidates and other agencies.
- Enter students for public examinations, ensuring all external exam entries are made in a timely and accurate manner to avoid unnecessary late fees, which impacts the school budget.

- Write and maintain exam policies and procedures in accordance with exam regulations.
- Investigate any suspected malpractice (centre, administration or student) and report to the exam boards.
- Liaise with Senior Leadership Team (SLT) to produce an effective internal exam schedule including appropriate rooming.
- Plan, timetable and deliver three internal (mock) examination periods annually, liaising directly with Heads of Department to collect requirements and materials.
- Manage external examination arrangements for private candidates, as appropriate.
- Manage individual exam arrangements for students with special educational and medical needs, as identified by the SENDCo.
- Identify exam clashes and make appropriate provision for students, including supervision.
- Maintain the School's Exam Office webpage with up-to-date exam related information.
- Ensure examination papers and stationery are stored securely, scripts are collected and dispatched promptly, alternative exam paper storage arrangements are made according to JCQ regulations.
- Recruit, train and manage a large team of examination invigilators, including the productions and oversight of invigilation rotas.
- Be present at the start of all examinations and respond to any problems arising, finding solutions to minimise the impact on student's performance, and subsequently their results, in line with JCQ rules and regulations.
- Liaise with the Site Team to arrange set up of all exam rooms.
- Apply to relevant Exam Boards for special consideration for students that may have been disadvantaged during an exam.
- Import exam results and resolve discrepancies in a timely manner.
- Produce accurate exam results analysis according to the Department for Education's (DfE) and centre's requirements. Distribute to students, teachers, senior leadership, and external agencies.
- Process post results services and retakes, and ensure costs are collected.
- Process exam invigilator claims and exam board invoices, supporting the finance team in predicting and reconciling annual exam charges.
- Provide expert advice for staff regarding appeals and managing the appeals process.
- Liaise with St Birinus School for the smooth running of Didcot Sixth Form exams.
- Oversee the checking and distribution of certificates to students.

- Promote a positive examination culture in the school to which all staff and students subscribe.
- Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings, etc and keeping up to date with the latest procedures and regulations for external examinations. Communicating changes to departments, staff, parents and students, as appropriate.
- Line manage and provide support to the Exams Assistant and exam invigilators.

The postholder must be prepared to work flexible hours as appropriate to the post.

General Responsibilities

- Be familiar with the content of the school's current Safeguarding Policy, together with the 'Keeping children safe in education' statutory guidance for schools (as amended), and promote and ensure the safeguarding of students at the school.
- Be aware of, and comply with all school policies and procedures including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings and training as required

This job description sets out the core duties of the post and is not an exhaustive list of the tasks expected to be undertaken by the postholder. Core duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

June 2024