



# HAMSTEAD HALL ACADEMY TRUST

## Job Description: Exams Officer

<b>Reporting to:</b>	<b>SLT link</b>
<b>Location:</b>	<b>Hamstead Hall Academy</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Working Pattern:</b>	<b>Full time All year round</b>
<b>Salary:</b>	<b>Pay grade 4 (points 23-31)</b>

### The Role

As the Exams Officer, you will have overall responsibility for the administration, organisation and smooth running of all academy examinations.

### Duties and responsibilities

- To plan, facilitate and organise internal and external assessments in accordance with relevant awarding bodies.
- To provide high quality student focused care and support in relation to examinations and arrangements.
- To be responsible for examination entries for external exams to the examination boards for public exams ahead of deadlines
- To manage, develop and create exam/ assessment procedures
- To liaise with senior leaders on pupil entries
- To disseminate information about public exams to staff pupils and their parents
- To ensure examination papers are managed in line with regulations as they arrive
- To source, train and line manage invigilators as required
- Ensure that examination rooms are supplied with candidate numbers, question papers, stationery and the appropriate layout of desks and seating etc
- To sort out all classes and make appropriate provision for pupils where needed
- To brief pupils on examination procedures and conduct, and to produce guidelines for staff and pupils
- To provide relevant statistics on examination entry and examination results to senior leaders, LGB and the Trust board as required.
- To check statistics and examination results information before publication
- To complete examination entries on appropriate platforms
- To oversee the copying and distribution of results by the centre office
- To check results/ certificates before they are handed out to pupils
- To retrieve costs of examination entry from absentees where appropriate
- Arrange for remarks, reports and queries about exam results from the examination board
- To be present on days preceding and following the centre being notified of results and issued to students, producing the relevant statistics and make arrangements for distributing results.
- To work with the Data manager to undertake analysis of examination results, both A Level and GCSE, when the centre is notified and to inform senior leaders as soon as administratively possible
- To liaise with staff, parents, pupils and to deal with complaints and queries about public examinations



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## Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with HHAT data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the appraisal procedures of the academy.
- To adhere to the ethos of the academy.
- To promote the agreed vision and aims of the academy.
- To set an example of personal integrity and professionalism
- Actively promote the safety and welfare of our children and young people.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.



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## Person Specification: Exams Officer

### Qualifications

- Qualified to degree level or equivalent
- Maths and English GCSE at grade C or above (equiv)

### Knowledge, Skills and Experience

- Experience of working in a similar role in a school environment (desirable)
- Excellent data analysis skills, advanced Excel skills, and comfortable working with large sets of data
- High level of IT proficiency with management information systems
- Able to multi task, prioritising accordingly to meet deadlines
- Able to take ownership of tasks and work with minimal supervision
- Excellent verbal and written communication skills

### Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

### Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check