



### **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Exams Officer</b>
<b>Hours / Weeks</b>	<b>Full time</b>
<b>Grade</b>	<b>Scale 6 (point 16 to point 20) – £33,417 to £35,448</b>
<b>Reports to:</b>	<b>Senior Deputy Headteacher</b>

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#### **Purpose of the role**

- To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process.
- To support the Head of centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.
- To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met.
- To ensure examinations are conducted in accordance with the regulations.
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place.
- To arrange and manage the administration of any other external or internal exams (Admissions Testing, Entrance exams, mock exams, End of Year tests).
- Ensuring that contingency planning is in place in line with JCQ requirements, and any centre specific issues.

## **Main duties and responsibilities**

### **Before examinations**

#### **Planning**

- Maintain and develop systems to manage and coordinate the exams administration process.
- Research and understand qualifications and how they are assessed.
- Identify and access relevant support available from external stakeholders.
- Comply with JCQ and awarding body regulations, guidance and instructions.
- Effectively use JCQ and awarding body online tools where required.
- Oversee and manage Awarding Body access rights for relevant internal stakeholders.
- Manage own time effectively to ensure key tasks are undertaken.
- Communicate clearly deadlines and processes with relevant internal stakeholders.
- Brief candidates/staff/parents/carers on examination regulations and requirements.
- Actively support the head of centre in co-operating with the JCQ Centre Inspection Service.
- Confirm the information required by the National Centre Number Register and inform of any changes.
- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times.
- Manage potential conflicts of interest by informing the awarding.
- Contribute to the creation/review/update of exam-related policies/procedures as required.
- Support the Special Educational Needs and Disabilities Coordinator (SENDCo) in implementing examination access arrangements and reasonable adjustments for eligible candidates.
- Identifying and making arrangements for candidates taking exams elsewhere.

#### **Entries**

- Enter candidates for an examination in accordance with the published deadline.
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information.
- Use internal and external IT systems to submit and manage registration and entry data.
- Liaise with Finance to ensure all fees are paid.
- Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored.

#### **Pre-exams**

- Recruit, train, update and manage a team of invigilators.
- Manage the arrangements for the timetabling, rooming, seating, and invigilation of examinations.
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements.
- Ensure all candidates are notified of their examination entries and the dates/times of exams.
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations in advance of these taking place.

- Confirm relevant internal stakeholders complete tasks associated with centre assessed work.
- Support the SENDCo in implementing examination access arrangements for eligible candidates.
- Contacting external agents to provide teaching/ examining (speaking tests) for community languages.
- Arrange extra lessons in community languages, in conjunction with school policies regarding safeguarding. Advise students/parents regarding costs involved and how lessons will be delivered

### **During examinations**

#### Exam time

- Manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules.
- Ensure all exam accommodation is prepared in accordance with the requirements.
- Effectively deploy fully trained invigilators to exam rooms according to the requirements.
- Manage unexpected issues/irregularities which may affect the conduct of examinations.
- Support the head of centre in investigating and reporting cases of suspected or actual malpractice.
- Manage emergency access arrangements for eligible candidates as the need may arise.
- Manage arrangements for the secure storage and dispatch of examination scripts for marking.
- Submit applications for special consideration where candidates meet the published criteria.

### **After examinations**

#### Results and Post-Results

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services.
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results.
- Use internal and external IT systems to access and manage awarding body results.
- Provide support for relevant internal stakeholders in accessing results reports/analysis tools.
- Use external IT systems to administer post-results services to the published deadlines.
- Manage and administer the receipt, distribution and retention of examination certificates.

### **Other**

- Undertake training, update or review sessions as required.
  - Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/SLT responsible for examinations.
  - Undertake training on cover and data systems in school.
  - Add capacity to the school's administration team when not undertaking exam work
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**All Southgate Staff will:**

1. Promote equality opportunity and regard
2. Follow safeguarding guidelines and Child Protection policy/procedures
3. Contribute to producing/delivering priorities in the School Development Plan
4. Keep Southgate and their own performance under review; contributing to monitoring, evaluation and review and participate in performance management/appraisal
5. Promote positive attitudes and behaviour
6. Contribute to the smooth day to day running of the school
7. Be committed to achieving the school aims
9. Respond promptly to concerns from parents, staff or students
10. Promote the school in the community
11. Work in partnership with all colleagues including the Governing Body
12. Support Codes of Professional Ethics/Safe Practice in the Staff Handbook
13. Have regard for and act in accordance with Health and Safety policy/practice
14. Celebrate success of students and staff
15. Support school events

**Person Specification**

<b>Job Title:</b>	<b>Examinations Officer</b>
<b>Hours / Weeks</b>	<b>Ful time</b>
<b>Grade</b>	<b>Scale 6 (point 16 to point 20) – £33,417 to £35,448</b>
<b>Reports to:</b>	<b>Senior Deputy Headteacher</b>

**Qualifications****Essential**

- Educated to A Level or equivalent

**Desirable**

- Educated to degree level

**Experience**

<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Experience of using IT applications</li> <li>• Demonstrate a good knowledge of the examination process</li> <li>• To maintain continuing compliance and adherence to policies, procedures and codes of practice and awareness of relevant legislation</li> </ul>	
<b>Knowledge/Skills (Ability to)</b>	
<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Effective verbal and written communication</li> <li>• Ability to prioritise own workload and work to deadlines</li> <li>• Ability to work independently and have strong organisational skills</li> <li>• Able to line manage a team of invigilators</li> <li>• Be emotionally resilient and to be able to work in a challenging environment</li> </ul>	
<b>Personal / Other Relevant Attributes</b>	
<ul style="list-style-type: none"> <li>• Commitment to the maintenance and improvement of quality service provision</li> <li>• Demonstrate vigour and persistence to achieve goals and targets</li> <li>• Ability to work under pressure and meet deadlines</li> <li>• Set consistently high expectations of self and others</li> <li>• Self-motivated</li> <li>• Ability to build on the experience, advice and contributions of others</li> <li>• Ability to be flexible and adaptable</li> <li>• A commitment to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills.</li> <li>• Resilient and determined to achieve goals and targets set by Senior Management</li> <li>• Commitment to the highest standards of child protection</li> </ul>	

