

Job description: Examinations Officer

Location	Oakbank School
Contract term	Permanent
Full time/term time	Term Time plus 2 days (results day) plus 5 INSET days
Pay range	NJC Scale 12 – 17 FTE £24,496 - £26,845
Reporting to	Deputy Head Teacher

Job purpose

To secure excellent achievement and progress of all students through the delivery of a first-class operation for the management and delivery of all aspects of school examinations.

Main duties and responsibilities

- To liaise with staff, students, parents, governors and examination boards in all examinations related manners.
- To contribute to the development, documentation and maintenance of systems and procedures for the management of exams.
- To enable the school to comply with all the necessary regulations to ensure that candidates receive appropriate accreditation for their achievements and ensure that key stakeholders are regularly updated as to any changes.
- Maintain relevant and statutory examination policies that are annually updated.
- Ensure HOD compliance with regulations governing non-examination assessment.
- Conduct security/audit of storage of exam records.
- To ensure that entries, retakes, requests for remarks & scripts, and amendments are entered into SIMS and communicated to the relevant persons & bodies within the relevant timescales; to operate within the agreed timetable to ensure that the school does not incur penalty fees for late entries.
- To produce and distribute examination timetables including communication with all key stakeholders
- To support the production annually of a budget for examination costs.
- To accurately plan deployment for examination seasons maintaining a budget to cover said costs that provides value for money and ensures regulatory compliance.
- To brief pupils on examination procedures and conduct, and to produce and distribute guidance for staff, pupils & parents.
- To co-ordinate the recruitment and work of any examination support staff and invigilation staff; plan and assist with their training and manage their induction.

- To organise day to day preparation of examination rooms ensuring furniture requirements, exam equipment and notices are in place (in liaison with the caretaking staff & subject leaders).
- To organise the receipt and secure storage at all times of examination papers, certificates, stationery, and materials.
- To ensure all non-examined assessment marks and predicted grades are recorded and communicated as appropriate.
- To oversee all arrangements for results days (including mock results day).
- To undertake an analysis of examination results when the centre is notified and to inform the head teacher as soon as administratively possible.
- To provide relevant statistics on examination entry and examination results to the head teacher, governors, and trust, as appropriate.
- To source, check and provide DfE statistics, local, regional, and national examination results, and information for departments, SLT and governors.
- Meet with and brief Subject Leaders on changes to the examination's procedures.
- Organise & attend results days and any other result or examination events.
- To be responsible for all administrative procedures regarding students with special arrangements and considerations, in conjunction with the SEN department.
- Maintain SIMS Assessment Manager, ensuring accurate provision of data to produce a range of management information for SLT and whole school.

OTHER

- To attend staff briefings and meetings in accordance with the calendar.
- To participate in INSET (Professional Development Days) as required.
- To participate in Staff Appraisals and absence management meetings in line with school policy.
- To undertake such other duties as reasonably correspond to the general character of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Job title

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
<ul style="list-style-type: none"> Educated to A level/NVQ Level 3 	X	
<ul style="list-style-type: none"> Excellent Microsoft Office or similar skills. 	X	
<ul style="list-style-type: none"> Basic Microsoft Excel skills 	X	
<ul style="list-style-type: none"> Eligible to work in the UK. 	X	
<ul style="list-style-type: none"> Trained to Child Protection Level 2 or willing to undertake training. 		X
<ul style="list-style-type: none"> St John's Ambulance First Aid / Red Cross First Aid or equivalent or prepared to undertake training. 		X
<ul style="list-style-type: none"> SIM's knowledge 		X

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
<ul style="list-style-type: none"> Experience of delivery of all aspects of school examinations. 		X
<ul style="list-style-type: none"> Experience of working in a pressurised environment with competing deadlines. 	X	
<ul style="list-style-type: none"> Experience of recruiting and management of staff. 	X	
<ul style="list-style-type: none"> Experience of working with children or young people. 	X	

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
<ul style="list-style-type: none"> The ability to converse at ease with members of the public and provide advice and information in accurate spoken English. 	X	
<ul style="list-style-type: none"> The ability to enthuse & inspire others and has a ‘can do’ attitude. 	X	
<ul style="list-style-type: none"> Excellent listening, communication skills and high levels of emotional intelligence. 	X	
<ul style="list-style-type: none"> Strong organisational, prioritising and time-management skills and ability to work under pressure. 	X	
<ul style="list-style-type: none"> Resilience and optimism to lead through day-to-day challenges in a busy school environment. 	X	
<ul style="list-style-type: none"> The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop. 	X	
<ul style="list-style-type: none"> The ability to work well under pressure and to be decisive. 	X	
<ul style="list-style-type: none"> High levels of honesty and integrity, confidence & self-motivation. 	X	
<ul style="list-style-type: none"> Ability to record and convey accurate messages. 	X	
<ul style="list-style-type: none"> Understanding and knowledge of confidentiality. 	X	
<ul style="list-style-type: none"> Proven ability to analyse and present data effectively. 	X	
<ul style="list-style-type: none"> Excellent Communication skills. 	X	
<ul style="list-style-type: none"> Ability to prioritise, plan, monitor and evaluate. 	X	
<ul style="list-style-type: none"> Attention to detail. 	X	
<ul style="list-style-type: none"> Flexibility and use of initiative. 	X	

<ul style="list-style-type: none"> • Strong organisational and time-management skills and ability to work under pressure. 	X	
<ul style="list-style-type: none"> • Adaptable and energetic. 	X	
<ul style="list-style-type: none"> • Resilience and optimism to lead through day-to-day challenges in a busy school environment. 	X	
<ul style="list-style-type: none"> • The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop 	X	
<p>Other</p> <ul style="list-style-type: none"> • This post is subject to an enhanced DBS disclosure. 	X	
<ul style="list-style-type: none"> • The post holder must be committed to safeguarding the welfare of children. 	X	