

North Walsham High School
Job Description

Name:	
Job Title:	Junior Exams Officer and Administrative Assistant
Salary range / job grade:	NJC 7-11
Responsible to:	Exams, Data and Timetable Officer
Responsible for:	Internal and external examinations General Office and Reception duties
Effective Date:	

Role and Context

Purpose:	<ul style="list-style-type: none"> • To lead the operational deployment of internal and external examinations • To provide a high standard of secretarial, Information Technology and administrative services to the school, our teachers' and pupils and, by working flexibly with other administrative staff, ensure that duties are carried out efficiently and effectively. • To provide a professional front office service to visitors, parents, students' and Governors.
Duties and Responsibilities:	<p>Exams</p> <ul style="list-style-type: none"> • To be responsible for managing the effective and efficient management and administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity and security of the assessment process • To complete the <i>Exams Officer Professional Standards</i> on annual basis by ensuring a thorough knowledge and understanding of JCQ and awarding body regulations and processes, developing/acquiring the key skills needed to perform the role effectively, and signing, and agreeing to comply with, the <i>Exams Officer Professional Standards Values and Attributes statement</i> • To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed • To understand JCQ and awarding body key dates and deadlines and have in place robust procedures to ensure these are met • To ensure examinations are conducted in accordance with the regulations • Maintain and develop systems to manage and coordinate all aspects of the exams administration process • Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates • Effectively use JCQ and awarding body online tools where required (e.g. the Centre Admin Portal (CAP), secure extranet sites)

- Ensure familiarity with the centre's Management Information System (MIS)
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (Achieved by creating and working to an annual exams plan)
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders
- Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations
- Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)
- Observe the awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations/assessments
- Register or enter candidates for an examination or assessment in accordance with the awarding body's published procedures for that qualification
- Submit registrations, examination entries and certification claims by the deadline(s)
- Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates
- Effectively use internal and external IT systems to submit and manage awarding body registration and entry data
- Liaise with the Finance Department to ensure fees are paid as instructed and at the time specified by the awarding bodies
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required as a last resort once all other options have been exhausted) in accordance with the regulations
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments prior to these taking place

- Inform the JCQ Centre Inspection Service where it is intended that a timetabled examination for any candidate(s) will be conducted at an alternative site
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking
- Effectively 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
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements
- Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria
- 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
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations
- Successfully complete/adhere to the *Exams Officer Professional Standards* on an annual basis
- Acquire/evidence a thorough knowledge of JCQ and awarding body regulations and requirements
- Acquire/develop the skills required to undertake the role effectively and efficiently
- Engage in the centre's Appraisal/Professional Development Programme
- 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/member(s) of the senior leadership team responsible for examinations, for example:
 - the preparation for and conduct of internal examinations under external examination conditions
 - other exams-related administrative tasks

Admin

- To take the lead on the organisation of Activities Week and trips
- To be a regular point of contact between the central finance team and the school
- To undertake basic word processing and other IT based tasks, both of a general nature as may be required to meet the needs of the

	<p>school, and in respect of support to teachers. Provide basis secretarial support as required.</p> <ul style="list-style-type: none"> • To support the SENCO with SEND administration on a weekly basis • To support the first aid room and when appropriate provide first aid support for students • To undertake reception duties, switch board and messenger duties within the school. To monitor the office email account and to reply to or forward onto relevant staff as needed. To receive and reply promptly to any telephone and other messages, dealing as appropriate with routine enquiries. To ensure that visitors and callers to the school are courteously and professionally received and provide hospitality as required. • Maintain and update the school's MIS database, as appropriate. • Maintain and update the schools cashless catering system, liaising with parents and students as appropriate. • To undertake general clerical duties of a routine nature which could include:- a. Issuing bus passes b. looking after sick pupils and escorting them to hospital/home; c. Assisting with the preparation of forms, maintenance of records/registers, computerised data and management information, pupil absences etc.; d. Responsible for ordering and storage of office and first aid supplies; • In the absence of the attendance officer, maintain the pupil registers for the day • To distribute incoming mail despatch outgoing mail and assist with general postal arrangements as required • To undertake any other duties that are within the scope of the post, as determined by the Headteachers PA.
General Duties:	<ul style="list-style-type: none"> • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority. • To be a trained first aider and fire marshal • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme

<p>General Information and review:</p> <ul style="list-style-type: none"> • The job specification details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. • All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. • Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. 	
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Signature:

Date: