**Exams Officer**

**JOB DESCRIPTION**

**HOURS:** 37 Hours Term Time only PLUS 2 weeks

**RESPONSIBLE TO:** Data Manager

**GRADE:** Point 14 – 17: £22462 to £23836 pro rata

**PURPOSE OF JOB**

Manage the administration, organisation and smooth running of internal and external examinations. You will also provide administrative support services to students and staff relating to examination of students and in liaison with the relevant external bodies. Be responsible for the organisation of the examination timetables, related resources/accommodation and the direction of invigilators. You will further assist in the issuing of results to students and staff.

**RESPONSIBILITIES**

* To liaise with teaching staff, other school staff as appropriate and officers of the external examination bodies as necessary in order to process entries accurately.
* Be responsible for the processing of student examination entries, ensuring all external and internal examination entry and submission deadlines are met.
* To administer and organise external and internal examinations including rooming, timetabling, deployment of invigilators, dissemination of information to staff, students and parents within exam guidelines and school policy.
* Manage the daily running of external and internal examinations.
* Be responsible for the management of examination data, this includes the update and maintenance of all records, manual and electronic in a confidential manner.To undertake all necessary administrative tasks relating to the preparation for, the sitting of, storage of, and the despatch of papers relating to the examination of students by the relevant external body within the guidelines and timeframe set by those bodies.
* Deal with any examination clashes and make appropriate provisions for students within examination guidelines.
* Liaise with the SEN Department to facilitate access arrangements for students in line with the examination board requirements. Additionally, manage all submissions for ‘special considerations’ to the relevant Examination Boards.
* Be responsible for the organisation of invigilators and invigilation from recruitment to deployment in the exam sessions.
* Liaise with other staff who are needed to facilitate exams; e.g. site staff regarding the suitable preparation of examination venues and to assist in the production of student examination timetables to ensure student attendance requirements are met.
* Publish and distribute exam timetables, procedures and exam board information including exam clash resolutions.
* Monitor exam attendance and take appropriate action.
* Manage examination inspections and ensure that all policies and procedures are kept up to date.
* Organise and deliver the distribution of examination results and certificates to students on results days and manage the post-results examinations service.
* Collate and submit required information for the controlled NEA’s as required to efficiently meet required deadlines.
* Access results of external examinations and manage the integration into the school MIS system.
* Be responsible for operating cost effectively within an examination budget. Additionally, managing budget expenditure and authorising spend within budget provision.
* Any other duties as commensurate with the grade in order to ensure the smooth running of the school.
* From time to time it may be necessary to carry out wider duties that link to the area of main responsibility. This will include the collation and sending of UCAS forms and references for year 13s.
* It will also include administration around other exams apart from the main external exams; e.g. university entrance exams and the Maths Challenge.

**GENERAL**

**Support to School**

* Promote and safeguard the welfare of children and young people you come into contact with
* Support and promote the school ethos and contribute to the overall aims of the school
* Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and performance development as required

**Behavioural Attributes**

* Committed to the provision and improvement of quality service
* Motivation to work with young people
* Friendly yet professional and respectful approach demonstrating support and showing mutual respect
* Open, honest and an active listener
* Takes responsibility and accountability
* Committed to the needs of the students, parents and staff and challenges barriers and blocks to provide an effective support service
* Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others to achieve expectations
* Is adaptable to and welcomes change
* Acts with pace and urgency being energetic, enthusiastic and decisive
* Communicates effectively
* Has the ability to learn from experiences and challenges
* Is committed to the continuous self-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

**Person Specification**

The successful candidate will have all or most of the following:-

* Willingness to support our Catholic ethos
* A confident communicator who enjoys dealing with staff and students.
* Experience in administering public examinations
* Excellent Keyboard/IT skills
* Good numeracy and literacy skills
* Good organisational skills, the ability to plan and prioritise effectively
* Enthusiasm and flexibility
* A sense of humour and sense of perspective
* Ability to relate well to students and adults
* Ability to work constructively as part of a team
* An understanding of safeguarding within an education setting