



St James' Senior School

Job Description and Person Specification

Exams Officer

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:

Exams Officer

Hours of work:

0.20 FTE plus all exam's days

Remuneration:

Based on experience

Responsible to:

Head

Main Responsibilities

Examinations

- To arrange, coordinate and run baseline testing as required.
- To be responsible for the smooth running of internal and external examinations, including mocks and GCSE & A Level examinations.
- To coordinate and administer the public examination entry process by liaising with staff, pupils, and examinations boards.
- To recruit, train, deploy and manage invigilators for each exam season.
- To liaise with the SENCO and L2L team in organising appropriate arrangements for the support of candidates with special examination requirements/access arrangements.
- To provide advice and disseminate examination information to staff, pupils and parents, including exam and invigilation timetables, guidelines and querying results.
- To ensure information about internal and external examinations is published on the school's website and in the newsletter.
- To plan and produce timetables, seating plans and desk cards for the exams and to liaise with the Cover Manager for room bookings.
- To ensure individual pupil examination timetables are prepared accurately and distributed in a timely manner.
- To liaise with the Site Manager to ensure examination rooms and study rooms are set up correctly and in good time.
- To liaise with the Alpha IT Manager to ensure the computers are functioning correctly ahead of the examination season.
- To prepare for examinations by creating attendance registers, storing papers securely, providing stationery etc.
- To be responsible for the security of all examination papers and to be a keyholder for the Examinations cupboard.
- To register pupils on vocational qualifications and make sure these are kept up to date throughout the length of the course.
- To support the BTEC Quality Nominee to arrange External Verification visits.
- To manage the collection and dispatch of examination scripts.

- To deal with issues relating to appeals, re-marking, and other administrative issues.
- To plan additional contracted days on an annual basis to allow for results processing, communications and collation, i.e. A Level and GCSE results in August.
- To coordinate all aspects of the examinations result process, including the distribution of examination results and certificates.
- To ensure vocational certification is claimed correctly at the end of the course.
- To produce and distribute spreadsheets of all external examination results to the governors, SLT and staff.
- To ensure all exam information and data is stored appropriately and securely on the school's system.
- To ensure all exams policies, procedures and practices are compliant with examination board.
- To deal with inspections during the examination process.
- Work at the direction of the Examinations Officer or Senior Invigilator
- Invigilate a variety of external and internal examinations throughout the year
- Collect question papers, stationery, and equipment from the Examinations Office
- Ensure the exam room is set out in accordance with Exam Board Regulations
- Complete seating plans and other examination related documentation
- Actively invigilate the examination in accordance with guidelines to ensure that any cases of malpractice are reported to the Examinations Officer
- Always supervise and observe candidates and be vigilant throughout exams
- Collect answer and question papers and return to the Examinations Office
- Work flexibly within the examination timetable, covering unforeseen circumstances
- Attend invigilator training events and meetings throughout the year

Data security:

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the School on all issues to do with Health, Safety & Welfare
- To work/operate all equipment within Health and Safety and other legal regulations, including risk assessments
- Physically able to undertake work and tasks set out in this job description
- Contribute to the maintenance of a safe and healthy environment

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice
- To always maintain confidentiality

This list is not intended to be exhaustive and School requires from time to time.

Person Specification

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

	Essential	Desirable	Method of assessment
Qualifications:	Educated to GCSE level standard or equivalent	Relevant qualification at Level 3 or above e.g. business administration, exams administration, data management etc.	Production of the Applicant's certificates
Experience:	Recent relevant experience gained within a secondary school, college or university. Detailed knowledge of exam regulations and processes.	Experience of establishing and maintaining a range of management information systems, including spreadsheets. Experience of coordinating and directing other staff.	Contents of the Application Form Interview Professional references
Skills:	• An ability to communicate effectively both orally and in writing. • Excellent attention to detail and ability to work with a high level of accuracy. • Able to present information in a logical and systematic manner. • Able to ensure that work is organised, all tasks are completed, and all deadlines are met. • Able to manage pupil behaviour effectively within an examination room. • Able to manage staff effectively. • High level of IT literacy and competent in the use of Microsoft Word/Excel and office packages.		Contents of the Application Form Interview Professional references
Personal competencies and qualities:	• Flexible, with the ability to work on own initiative and to tight timescales. • Conscientious and hard-working to meet the demands of the role. • Proactive, organised and methodical, with an ability to grasp detail and complexity. • High level of personal and professional commitment.	An interest in contributing to the extracurricular life of the school.	Contents of the Application Form Interview Professional references

	• An ability to strike a good professional rapport with pupils, staff and parents. • Ability to deliver effective staff training around examinations. Willingness to participate in further training.		
Qualifications:	• Educated to GCSE level standard or equivalent	• Relevant qualification at Level 3 or above e.g. business administration, exams administration, data management etc.	Production of the Applicant's certificates