

Job Description and Person Specification

Job Description

Job Title:	Exams Officer
Scale:	Grade 8-10. £26,511 to £34,728 Pro Rata. <i>(Placing within grade dependent upon experience and qualifications).</i>
Hours:	37 hours per week.
Contract type:	Permanent, Term Time + 10 days. 10 days to be agreed in advance with the line manager, as appropriate to the assessment/ examination calendar.
Location:	Parkside Academy and ALP Central Services.
Responsible to:	SLT Link/ Data Analyst
Role Purpose:	<ul style="list-style-type: none"> To manage Trust examination systems including importing, exporting and accuracy checking, in accordance with Trust/ school deadlines. To be responsible for managing the effective and efficient administration of internal and external examination in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for examination administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process.
Generic responsibilities:	<ul style="list-style-type: none"> Maintain personal expertise, to be a role model and promote high expectations for all members of the Academies communities through your role within the structure. To model the values, ethos and vision of the Trust. Be aware of, comply and assist with the development of policies and procedures relating to child protection, health and safety, safety and security, confidentiality and data protection, reporting on all concerns to an appropriate person. Attend relevant meetings as required, including termly Academy Council meetings.
School responsibilities:	<ul style="list-style-type: none"> To process entries to examination boards, including estimates, updates, special arrangements and amendments. To manage the invigilators and provide annual training. To administer internal and external examinations and assessments. Responsibility for examination security, protocols, rooming, invigilation, timetables, special arrangements. To liaise with examination boards, parents and staff. To reconcile examination invoices against entries/ amendments before they are passed for payment and deal with any queries if necessary. To administer results and certificates. To submit re-marks and appeals, where necessary.
Trust responsibilities:	<ul style="list-style-type: none"> To support Exam Officers/ staff across the trust i.e. training and advice. To produce an annual examinations review for the Executive Team and make recommendations for any actions required. To produce and maintain an examination calendar and key dates for all examination staff to ensure deadlines are met. To liaise with the Data Team to ensure accuracy of examination data To support the maintenance of systems and procedures in Excel / SIMS and SISRA or other appropriate software. To assist with the analysis of student/ subject assessment and examination data. To work between the Trust/ school each week, as and when required.
Special Conditions:	<ul style="list-style-type: none"> Participate in training and other learning activities and performance development as required. The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager. The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to. An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.
The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.	

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Criteria		Essential	Desirable
Application	Application form and a well-structured letter of application indicating interests.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	Level 4 (or equivalent) in relevant subject.	*	
	5 GCSEs A*-C including English and Maths (or equivalent).	*	
	Degree in relevant subject.		*
Experience	Experience of taking initiative and self-motivation.	*	
	Leading a team(s).	*	
	Working within a school/ MAT.		*
Qualities & Values	Ability to assume full responsibility for the efficient day to day functioning of the Exams Officer role.	*	
	Excellent communication skills both written and oral, with the ability to communicate effectively with people at all levels.	*	
	High level of administrative and organisational skills.	*	
	Able to work as part of a team and contribute towards its success.	*	
	Record keeping and information retrieval.	*	
	Able to use all MS Office programs particularly SIMSs, TEAMS, Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases.		*
	Able to work to tight deadlines, managing and prioritising time effectively.	*	
	Self-starter, with an ability to work independently and use own initiative to overcome obstacles.	*	
Personal Attributes	Have an openness to learning and change.	*	
	Have a positive attitude to personal development and training.	*	
	Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility.	*	
	Demonstrate good interpersonal skills.	*	
	Demonstrate integrity, confidentiality, impartiality, and empathy.	*	
Special Requirements	Be able to travel and work in designated schools across the Trust.	*	
	Be willing to, occasionally, attend evening meetings.	*	

Assessment against the criteria outlined above will be through the Application Form, Letter of Application, Interview Process and References. Any relevant issues from references will be taken up at interview.