

Job Description: Examinations Officer

Reporting to	School Business Manager	Responsible for	Invigilators
Salary	£30,000-£35,000 Full-time equivalent		
Hours of work	3 days a week 8:30am to 4:00pm 40 weeks (39 weeks + 1 week to cover Results Week in August)		
Other information	Appointment subject to satisfactory references, enhanced DBS check etc.		

Purpose of the role

- To be responsible for managing the effective and efficient 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 of the assessment process
- To support the Head of centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times
- Apply for and gain centre approval in order for the school to undertake examinations with JCQ awarding bodies.
- To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met
- To ensure examinations are conducted in accordance with the regulations
- To identify and apply for access arrangements together with the SENCO
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place

Criteria	Qualities
Experience	<ul style="list-style-type: none"> • Experience working in a school environment • Managing the administration of exams • Managing and maintaining the integrity and confidentiality of the exams system • Using a management information system (MIS) within an educational setting or equivalent • Working with awarding bodies and regulatory organisations (e.g. JCQ) • Complying with statutory regulations set by external bodies • Advising Senior Leadership Teams • Working with databases and managing data sets
Skills and knowledge	<ul style="list-style-type: none"> • Proficient in the use of a range of IT software packages • Data analysis • Ability to work flexibly and quickly under pressure • Ability to work across multiple projects and deadlines • Communicate clearly and concisely both orally and in writing (High standard of verbal and written communication skills) • Aware of the Joint Council for Qualifications (JCQ) regulations or equivalent • An understanding of how to register and approve an exam centre • Aware of current developments in the secondary school/college curriculum and examination systems • Aware of qualifications contributing to performance tables (school and/or college performance measures) • Work in a confidential manner and observe and adhere to data protection regulations – e.g. Data Protection Act 2018 and General Data Protection Regulation (GDPR)

	<ul style="list-style-type: none"> • Follow relevant policies, procedures, and regulation to complete work • Adapt quickly to changes to regulations and processes • Deal with enquiries in a professional and sensitive manner • Handle challenging conversations with confidence and sensitivity • Interact with others in a positive way (Effective interpersonal skills working with a range of internal and external stakeholders)
Personal attributes	<ul style="list-style-type: none"> • Approachable, professional, well mannered • Ability to act calmly in difficult situations and respond calmly and professionally to challenging situations • Organisation, time management and flexibility • Ability to seek own solutions to problems and make decisions • Ability to provide clear oral and written direction • Ability to listen effectively and communicate with different people • Compassionate and patient, particularly when working with families • Self-motivated and ability to work independently under own initiative • Proactive, positive and enthusiastic • Ability to work flexibly when required • Ability to work well in a team, and independently • Undertake relevant training and development opportunities

SAFEGUARDING

- To play an active role in promoting and safeguarding the welfare of all children and young people in the school or who may be coming into the school.
- To communicate effectively regarding all safeguarding matters that are evident.
- To ensure that confidential safeguarding files coming into or out of the school for admissions/leavers reasons are managed safely and effectively.

Whilst every effort has been taken to explain the duties and responsibilities of the post, certain individual tasks may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake any task of a similar level that is not specified in the job description.

Employees are expected to follow the staff code of conduct and provide a welcoming environment where they are courteous to colleagues, visitors, telephone callers and those they communicate with online or through social media.

