

## **Job Description**

<b>Post Title:</b>	<b>Examinations Officer</b>
<b>Location:</b>	<b>Farnborough Academy</b>
<b>Salary / Pay Range:</b>	<b>NJC 14-18</b>
<b>Hours:</b>	<b>Full time, permanent (term time plus 2 weeks to be worked according to academy requirements)</b>
<b>Reporting to:</b>	<b>Principal</b>

## **Purpose of Role**

The Examinations Officer is responsible for the administration and organisation of all aspects of examinations and tests throughout the academy.

## **Nature and Scope**

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

## **Main Duties and Responsibilities**

- Liaising with appropriate colleagues, for example curriculum leaders and cover supervisor regarding examination entries and arrangements to ensure the efficient and effective running of the examinations processes.
- Disseminating information, answering enquiries, and dealing with complaints regarding external examinations with colleagues, students, and parents/carers.
- Submitting entries for external examinations to awarding bodies in advance of deadlines.
- Organising SEND provision, including liaising with the SEND co-ordinator regarding candidates with SEND; applying to awarding bodies for special arrangements for such candidates.
- Managing the daily running of external examinations. This will include ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.

- Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.
- Organising the examination rooms, in accordance with regulations.
- Managing room changes to ensure all examinations are catered for along with routine curriculum needs
- Providing a centre timetable to include dates, times, venues and number of candidates.
- Resolving examination clashes in accordance with regulations.
- Briefing candidates on examination regulations and producing written guidelines for staff and students; ensuring candidates are aware of their own examination timetables.
- Collecting and despatching worked scripts in accordance with the regulations. Arranging invigilation, including briefing and training invigilators in academy procedures.
- Being present and available in school on the days when results are notified, and overseeing the distribution of results to candidates.
- Overseeing the checking and distribution of certificates.
- Processing enquiries about results and requests for return of scripts.
- Ensuring that costs of re-takes etc are reimbursed by candidates/departments, as appropriate. Authorising invoices for examination fees from examination bodies.
- Encouraging a positive examination culture in the academy to which all colleagues and students subscribe.
- Liaising with the National Assessment Agency and Examinations Officers Association as appropriate.
- Liaising with catering provider to ensure changes to lunchtime and breaktime routines are provided for.
- Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings, etc and keeping up to date with the latest procedures and regulations for external examinations.
- Planning the arrangements for internal examinations, including the production of the timetable, rooming, and invigilation.
- Be responsible for the management and supervision of invigilators.

### **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
GCSE Maths and English grade C or equivalent	✓	
Good standard of written and spoken English	✓	
Experience of working in a busy environment	✓	
Experience of working with a confidential workload	✓	
Experience in a role of responsibility	✓	
Experience of managing and maintaining data and resources in a secure environment, maintaining confidentiality	✓	
Experience of working in a Secondary education setting and previous experience of the role	✓	
Working knowledge of the public examination system		✓
<b>Knowledge and skills</b>		
Excellent communication and interpersonal skills	✓	
Good organisational and time management skills	✓	
Demonstrable ability to prioritise & multitask	✓	
Ability to work independently as well as part of a team	✓	
Ability to effectively follow procedures within specified timelines	✓	
Accuracy and attention to detail	✓	
Good IT skills	✓	
Able to maintain the confidentiality of information	✓	
Knowledge of SIMS management information system		✓
<b>Personal qualities</b>		

Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
Initiative and ability to prioritise own work and that of others to meet deadlines	✓	
Efficient and meticulous in organisation	✓	
Able to follow direction and work in collaboration with the leadership team	✓	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	✓	
Ability to evaluate own development needs and those of others and to address them	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	