

JOB DESCRIPTION

POST TITLE:	Exams Officer
LOCATION/BASED:	Jesmond Park Academy
GRADE:	N5
RESPONSIBLE TO:	Exams Manager
CORE PURPOSE:	To support the Principal 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 and providing comprehensive administrative support within the Exams team.

MAIN DUTIES & KEY RESPONSIBILITIES

Main Duties: The following is typical of the duties the post holder will be expected to carry out. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Liaise with the Exam Manager to maintain and develop systems to ensure procedures before, during and after exams run smoothly and to JCQ regulations
2. Keep abreast of developments/changes/updates to comply with JCQ and awarding body regulations, guidance and instructions
3. Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/Network group/The Exams Office etc.)
4. Oversee and manage appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools
5. Communicate clear internal deadlines, processes and exam-related information to brief candidates/staff/parents/carers
6. Actively support the head of centre in co-operating with the JCQ Centre Inspection Service

7. Support the SENDCO and Learning Support Team in implementing examination access arrangements and reasonable adjustments for eligible candidates, including emergency access arrangements (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
8. Effectively use internal and external IT systems to submit and manage registration and data entry, ensuring processes comply with awarding bodies' published terms, conditions, processes, and deadlines, implementing internal processes to gather information, and verify candidates.
9. Liaise with Finance to ensure fees are paid as instructed and at the time specified by the awarding bodies
10. Submit any applications for transferred candidate arrangements in accordance with the awarding body requirements
11. Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies to deliver accurate results to the centre
12. Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations ensuring all candidates are notified of essential information and made aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place
13. Confirm relevant internal stakeholders' complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators
14. Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking
15. Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules and ensure all exam accommodation is prepared in accordance with the requirements
16. Manage the schedules of the invigilators to ensure JCQ regulations of invigilator to candidate ratios are met.
17. Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements
18. Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services

19. Effectively use internal and external IT systems to access and manage awarding body results information, providing support for relevant internal stakeholders in accessing results reports/analysis tools
20. Administer post-results services in accordance with the regulations to the published deadlines and manage the receipt, distribution and retention of examination certificates
21. Undertake training, update or review sessions as required
22. Any other duties (commensurate with the grade) as directed by the Exams Manager.

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures, and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive, and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE: Exams Officer

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Excellent interpersonal and communication skills.	✓	
Excellent ICT and keyboard skills including the use of Microsoft applications (especially Word and Excel)	✓	
Ability to work to deadlines, prioritise and deal with a varying workload	✓	
Able to work on own initiative and as part of a team	✓	
Able to work with without supervision.	✓	
Good working knowledge of SIMS		✓
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
Good general education	✓	
Excellent telephone manner	✓	
First class customer care skills	✓	
Working knowledge of relevant polices and awareness of relevant Examinations legislation relating to exam access arrangements		✓
Working knowledge of national/foundation stage curriculum and other relevant qualifications		✓
Effective organisation and time management skills	✓	
Ability to maintain paper and electronic information systems	✓	
EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of clerical/administration work	✓	
Experience of dealing with customers/clients both face to face and over the phone	✓	
Ability to prioritise workload	✓	
Experience in an educational environment		✓
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Ability to cope under pressure in a controlled, effective, efficient and friendly manner	✓	
Ability to relate well to colleagues, staff and students	✓	
Team player with initiative	✓	
Ability to form and maintain appropriate relationships and personal boundaries with students	✓	
No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.	✓	
Honest, demonstrates integrity, confidence and self-motivation	✓	

Creative and innovative thinker	✓	
Passionate belief in the trust's vision and values	✓	
Commitment to support Gosforth Group's agenda for safeguarding and equality and diversity	✓	
Sympathetic to and supportive of the Multi-Academy Trust model and ethos of the Gosforth Group	✓	
A commitment to child protection and safeguarding.	✓	
Ability to demonstrate a conscientious and flexible approach	✓	
Interest in and commitment to the whole school as a community	✓	
SPECIAL REQUIREMENTS	ESSENTIAL	DESIRABLE
Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Children's Barred List check	✓	
Medical clearance	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates	✓	
Evidence of Right to work in the UK	✓	
Full UK driving licence and access to a car during working hours		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.