

Job Description: Exams Officer

Title: Exams Officer

Salary Grade: Grade G (SCP 13 – 18)

Contract Type: Maternity Cover (37 hours per week), term time plus 1 week

Responsible to: Deputy Head

To ensure that all examination procedures are managed efficiently, accurately and in good time. To communicate effectively with other staff in the school to ensure that they are clear about when information is needed or when tasks need to be carried out.

Summary of Key Tasks:

1.	Responsibilities/Key Tasks
1.01	Liaise with candidates, subject leaders and the school secretary to ensure that all examination entries are correctly made and parents informed;
1.02	Maintain the examinations module of the school database ensuring data is accurate and up to date at all times. Be aware of database upgrades and new ways of data entry;
1.03	Ensure that all intermediate deadlines are known to candidates, subject leaders and the school secretary as appropriate and notify the appropriate senior member of staff of any problems;
1.04	Publish the examination timetables in good time to candidates and staff and resolve clashes of timetable;
1.05	Check all examination materials for completion on arrival, store them securely and deliver them on time to the appropriate examination room;
1.06	Liaise with other staff including the site manager and kitchen supervisor regarding examination arrangements;
1.07	Ensure that the correct number of invigilators are booked for each examination session, that seating plans and attendance/mark lists are completed and that the completed scripts, materials and coursework are despatched promptly for marking/ moderation;
1.08	Be available in school on the four results days in August;
1.09	Consult and, using your computer skills, draw up a timetable for internal examinations.
1.10	To support and organise alternative exam provision across the school (for example, cases of special need and health issues)
1.11	To manage the input of assessment data on the school's computer system to support the target-setting and tracking processes.
1.12	To arrange the secure receipt, storage and distribution of examination certificates
1.13	To liaise with awarding bodies and various other external agencies in relation to examination matters, e.g. QCDA, JCQ, DCSF, ROOSE, other schools
1.14	Be aware of and comply with policies and procedures relating to child protection, safeguarding and safe working practices.
1.15	Be aware of and comply with policies and procedures relating equal to opportunities, health and safety, security, confidentiality and data protection.
1.16	Attend relevant briefings and school meetings as required.
<ul style="list-style-type: none"> • The above list of duties, responsibilities is neither exclusive nor exhaustive and is subject to amendment to reflect changing circumstances. Any such amendment will be subject to negotiation. • The duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act. Confidentiality must be maintained at all times. • To have a flexible approach to work as the post holder may be required to alter their hours to meet the operational needs of the school. 	

2.	Aptitudes
2.1	Communicate effectively with staff, students, parents and outside organisations.
2.2	Work well under pressure.
2.3	Maintain administrative systems and databases.
2.4	Organise and develop effective systems.
2.5	Be supportive of an effective safeguarding culture within the school.
2.6	Relate well to young people.
2.7	Engender trust and respect from students and colleagues.
2.8	Prioritise and plan to ensure completion of tasks.
2.9	Work to deadlines.
2.10	Take initiative and work independently.
2.11	Take responsibility for personal CPD needs. Participate in training and other learning activities as required.
2.12	Work well as part of a team and provide support for others.
2.13	Ability to resolve queries in person, by telephone and email.
2.14	Evaluate achievements and deliver improvement.
2.15	Ability to discuss child related issues with teachers and other professional staff (essential).
3.	Skills
3.1	Excellent literacy and numeracy skills.
3.2	Excellent organisational skills.
3.3	Excellent communication skills
3.4	Good level of ICT competence
3.5	Time planning.
3.6	Problem solving.
4.	Characteristics
4.1	Excellent attendance record.
4.2	Sense of humour.
4.3	Committed to achieving success.
4.4	Willingness to be flexible and proactive to meet the best interests of the school.
4.5	Self-motivated.
4.6	Team worker.
4.7	Ability to remain calm, positive and enthusiastic when under pressure.
4.8	Ability to embrace change.

Job Description Prepared By: Nicola Wise 18.3.2009

Signed on behalf of the school:

Date:

Signed by post-holder:

Date: