



## CHESTNUT GROVE ACADEMY - JOB DESCRIPTION

### Exams Officer Assistant

Salary:	Scale 4 point 7 -10
Contract:	Permanent, term time only + 2 weeks (41 weeks per year) 36 hours (excl meal breaks) 08:00 – 16:00
Reports To:	As a member of support staff, the post is professionally responsible to the Headteacher but will report to and be directed by the Exams Officer or a member of the Senior Leadership Team on a day-to-day basis.

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#### CONTEXT:

Chestnut Grove Academy is a high performing convert academy which prides itself on enabling students of all abilities and backgrounds to reach their potential. Academic success is a key strength of the academy with strong performance at both GCSE and A Level. The student capacity is approximately 1300 students.

Our learning environment has been transformed with state of the art facilities for both staff and students as a result of moving into new buildings in 2017.

Chestnut Grove Academy is part of the Wandle Learning Trust. A Multi-Academy Trust which builds on the success of the Wandle Learning Partnership, of which we are the lead strategic partner with Chesterton Primary School.

#### PURPOSE OF JOB:

To primarily assist the Exams Officer with the administration and management of public/internal examinations and with data analysis

#### 1. KEY RESPONSIBILITIES & TASKS

##### Assisting the Exams Officer with:

- The management of the MIS examination system to make entries for all public examinations.
- The preparation of entries for public examinations as directed by Subject Leaders.
- Setting up internal pre-public examinations for KS4 and KS5 as directed.
- The distribution of examination entries for amendment and checking by Subject Leaders and SLT.

- The distribution of pupil examination timetables for internal pre-public examinations and public examinations.
- Liaising with the SEND Department regarding access arrangements required for candidates and ensuring the pupils' entitlement is met.
- The management of the invigilation timetabling for internal pre-public examinations and public examinations.
- Ensuring that all JCQ guidelines, regarding external examinations are followed by all parties.
- The training of external invigilators to current JCQ Guidelines, outlined in the 'ICE' booklet.
- Accurate monitoring and security of confidential public examination papers.
- Dispatching the completed examination scripts and accurate attendance registers to exam boards.
- Ensuring the safety and security of all examination rooms.
- The receipt and communication of examination results and for the collation and distribution of result slips to students.
- The processing requests to review the marking of examination papers and the subsequent result of the review.
- The collation and distribution of exams certificates.
- The preparation of results data for analysis, and with student baseline, progress data and target grades;
- Providing statistical analyses to the Senior Leadership Team,
- Maintaining ALPS, 4Matrix and other data analysis software.
- Preparing data for departmental self-evaluation, review and target setting processes,
- Ensuring compliance with the Academy's Data Protection Policy,
- Keeping up to date with changing requirements from Department Of Education.

## **2. GENERAL RESPONSIBILITIES**

- To assist with ad hoc administration in the main school office, as directed by the Office Manager during non-exam peak times.
- To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- To be fully aware and understand the duties and responsibilities pertaining to the Children's act 2004 in relation to child protection and safeguarding children and young people.
- To work flexibly as part of the support staff team to contribute to the smooth operation of the academy.
- Attend meetings as required.
- To comply with school's health and safety policy at all times and to take responsibility for own and others Health and Safety; ensuring issues are raised or reported as required to senior management or Health and Safety representatives.
- Be aware of and support difference and ensure equal opportunities for all.

- To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.
- To engage actively with the performance review process and take responsibility for own development.
- To undertake any other duties of a reasonably similar nature in the school, if directed and to comply with any reasonable request from the Headteacher or SLT to undertake work of a similar level.

### **3. PERSON SPECIFICATION:**

#### **Qualifications, experience and knowledge.**

Mandatory: Minimum Grade C (4) in English and Maths GCSE

Excellent IT skills and knowledge of management information systems (e.g. Bromcom, Word, Excel, etc)

Demonstrable experience in delivering effective administrative and organisational skills.

Desirable: Business/Administration qualification

Experience of working in a busy office or administrative environment at a similar level.

Some knowledge of the Exams process in schools.

#### **Competencies & Skills**

- Excellent oral and written communication skills;
- Excellent organisational and administrative skills;
- Evidence of the ability to work to high standards of accuracy, including the ability to analyse and work methodically, with a meticulous eye for detail;
- Evidence of ability to work under pressure and to meet tight deadlines;
- Good presentational skills
- Good interpersonal and skills;

#### **Personal attributes**

- The ability to work effectively in a team with a range of styles and personalities;
- Honesty, integrity and reliability in the handling of sensitive and confidential documents and information;

- Confidence and assertiveness in dealing with staff and students at all levels
- Willingness and ability to work flexibly at peak times (e.g. some evenings)
- Ability to show resilience under pressure.
- An excellent record of attendance and punctuality.

*Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the school in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise professional development through multi-skilling opportunities and the need to ensure a collaborative approach in all aspects of work. Any significant changes to this job description will be discussed with the individual.*