

**SOUTHFIELDS ACADEMY
JOB DESCRIPTION**

Job Title: Examinations Officer

Reporting to: Assistant Headteacher

Grade: Scale 5 to Scale 6

Hours: 35 per week TTO

(42 weeks which includes the duration of A Level and GCSE results activities)

Purpose of the job

- To be responsible for the smooth running of the examination cycle, liaising with senior leaders, curriculum leaders and other relevant staff regarding examination entries, coursework, assessment procedures and protocols.
- To be responsible for the administration of vocational courses, from centre approval and candidate registration to certification and appeals.
- To ensure that the Academy is compliant with the JCQ regulations and awarding body requirements in order to safeguard the security and integrity of the examinations/assessments at all times.
- To act on behalf of, and be the main point of contact for, the Academy in matters relating to the general administration of awarding body examinations and assessments
- To ensure exams and vocational course administration processes are strictly followed and key deadlines met.
- To ensure accuracy in relation to examination and course entries, changes, withdrawals, remark requests and assessment data.
- To keep up-to-date with any developments from JCQ or awarding bodies and advise senior leaders and course leaders of any changing requirements.
- To recruit, train and line manage invigilators for both internal and external exams.

Main duties and responsibilities

- Maintain and develop systems to manage and coordinate all aspects of the exams and vocational course administration process.
- Act as BTEC Quality Nominee; manage the annual review for BTEC courses; manage the annual cycle of applied learning subjects from registration to certification.
- Liaise with any partner organisation which is delivering qualifications through the Academy.
- Research and understand qualifications and how they are assessed
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments.
- Effectively use JCQ and awarding body online tools where required and manage access rights.
- Create and work to an annual exams plan to ensure key tasks are undertaken and external key dates and deadlines are met.
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders
- Provide updates on examination regulations and requirements
- Co-operate with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Manage arrangements to receive, check and store and dispatch question papers and examination material safely and securely at all times.

- Contribute to the creation/review/update of exam-related policies as required by the regulations and accurately reflecting working practices in the centre
- Support the Special Educational Needs Coordinator in implementing examination access arrangements.
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification
- Liaise with Finance to ensure fees are paid as instructed and at the time specified by the awarding bodies
- Support the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations and resolve any clashes.
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place
- Ensure all exam accommodation is prepared in accordance with the requirements
- Manage and report on unexpected issues and irregularities that affect exams.
- 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
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
- Effectively use internal and external IT systems to access and manage awarding body results information and administer post results services in accordance with deadlines.
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations.
- Support the Data Manager by ensuring correct course information such as QAN codes and end dates is recorded on the MIS system ahead of SLASC.

Additional Duties:

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by the Principal/Headteacher/Assistant Headteacher commensurate with the grade of the post.

Signed:

Postholder Name

Line Manager Name

Date

PERSON SPECIFICATION

Qualifications	
Good general level of education to A Level or equivalent standard.	Essential
Degree level education	Desired
Recent and relevant training in exams officer role	Desired
Experience	
Working effectively within an administrative setting and managing own workload	Essential
Use of ICT systems, including databases and spreadsheets	Essential
Processing data where a high degree of accuracy is required.	Essential
Working within a school environment.	Desirable
Managing the examination process within an educational environment	Desirable
Managing and training staff	Desirable
Skills, Knowledge and Understanding	
Excellent written and oral communication skills	Essential
High level of general IT Skills	Essential
Good interpersonal skills and professional manner	Essential
High level of personal organisation	Essential
Ability to respond and adapt calmly to a range of situations.	Essential
Ability to work in a team or on own	Essential
Attention to detail and accuracy	Essential