

Role description

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| Role title: | Examinations officer |
| Accountable to: | Principal |
| Role purpose: | The primary focus of post is to co-ordinate all activities related to internal and external examinations |
| Remuneration: | Salary: £20,400 for a full time post |
| Position: | Permanent |
| Role relationships: | Principal, Vice Principal and Phase Leads - liaison and advisory SENDCo - liaison and advisory Designated Safeguarding Lead - liaison and advisory Subject Leads - liaison and advisory Examination invigilators - supervisory In addition you will liaise with the administration and support staff, parents, families, external agencies and support professionals. |

Accountability

The exams officer is accountable for:

- Ensuring all relevant policies and procedures are in place to manage internal and external exam sessions;
- Ensuring the school's compliance with statutory, local and national exam regulations;
- Ensuring all internal and exam sessions are run efficiently, devising and communicating internal deadlines in accordance with awarding body regulations within specified timescales;

Key Tasks

| AREAS OF ACCOUNTABILITY | KEY TASKS |
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| Teaching and learning | <ul style="list-style-type: none"> • To liaise with Phase Leads regarding examination entry requirements as scheduled; • To support the teaching and Learning committee with advice and guidance on examination requirements for new courses they would like to introduce; |
| Recording and assessment | <ul style="list-style-type: none"> • Maintaining pupil assessment records relating to SATs, GCSEs, CATs and vocational qualifications. |
| Administration and support | <ul style="list-style-type: none"> • To ensure all exam entries and registrations are made with all appropriate awarding bodies in a timely and efficient manner, liaising with staff, external agencies and pupils as required; • To organise the administration of all examinations (including modular tests) in liaison with the Principal, Vice Principal and Phase Leads. This will include: <ul style="list-style-type: none"> • the preparation of timetables; • allocation of rooms; • organisation of seating plans; |

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| | <ul style="list-style-type: none"> • staffing requirements; • To process and forward all student entries ensuring that all Examination Board deadlines are met; • To process and forward all controlled assessments to moderators and scripts to markers ensuring that all deadlines are met; • To be the sole contact person for communication between the School and relevant Examination Boards; • To ensure all applications relating to Access Arrangements are made in advance of deadlines, ordering modified papers and coordinating support accordingly; • To allocate rooms for examinations, including space for students with SEND; • To dispatch examination scripts as outlined by the examination Board, including coursework. • To deal with any parent/carer enquiries relating to any examination issues; • To deal with any queries, appeals and script requests after results have been received in liaison with the Vice Principal; • To co-ordinate the appointment and deployment of temporary contract invigilators in liaison with the HR manager; • To ensure that the School Business Manager is provided with full details of public examination entries, including costings, within 7 days of official entry. The SBM should also be informed immediately of any alterations which might occur after this date; • To be responsible for downloading all public examination results and for co-ordinating the distribution of these results to students; • To co-ordinate entries and withdrawals in liaison with relevant staff. |
| Leadership and Management | <ul style="list-style-type: none"> • To ensure correct procedures and environments are available for examinations. |
| Standards and quality assurance | <ul style="list-style-type: none"> • To ensure the safe delivery of examination papers, checking they are correct and kept safely until examination day; • To organise the distribution of all examination results and certificates appropriately, producing required reports for all staff as required; • To deal with problems arising from the issue of examination results; • To circulate all exam publications to relevant staff; • To upload and maintain baseline data for pupils and students and produce lists for staff as required; • To produce accurate data in a timely fashion; • To attend school when GCSE results are released and shared with staff and pupils |

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post. All members of staff are required to be professional, co-operative and flexible and undergo reasonable and directed professional development. This may require out of 'normal hours' and personal study which may be unpaid.

Person Specification

| Essential | Desirable |
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| <i>Qualifications, training and experience</i> | |
| <ul style="list-style-type: none"> • Educated to a good standard • Excellent literacy and numeracy skills | <ul style="list-style-type: none"> • Ability to demonstrate numeracy and literacy skills at level 2 |

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| <ul style="list-style-type: none"> • Successful previous experience in the administration of examinations and accreditation procedures; | <ul style="list-style-type: none"> • Experience of data reporting processes; |
| <i>Knowledge, understanding & attitudes</i> | |
| <ul style="list-style-type: none"> • Understanding of child protection and safeguarding procedures; • Understanding of procedures and legislation relating to confidentiality; • Understanding of matters relating to Equal Opportunities as it relates to schools and examinations; | <ul style="list-style-type: none"> • Flexible approach to working patterns; |
| <i>Professional qualities</i> | |
| <ul style="list-style-type: none"> • Ability to consult effectively with students and adults; • Ability to motivate and empower students and colleagues; • Ability to forge network and links with internal and external partners; • Ability to work effectively as part of the team • Ability to work independently, in an organised manner under tight deadlines; • Good time management skills | <ul style="list-style-type: none"> • To be proactive and initiate action |
| <i>Skills</i> | |
| <ul style="list-style-type: none"> • Excellent ICT skills, including data entry and manipulation and recent experience of MS Office packages; • Excellent organisational skills; | <ul style="list-style-type: none"> • Experience of using School Management and Safeguarding Information Systems (we use Arbor and CPOMS) |

Essential application information

Steiner Academy Exeter is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. Candidates must be suitable to work with children and will be expected to undertake an advanced DBS disclosure. Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from countries of residence, as well as evidence of eligibility to work in the United Kingdom.

Applications for the post must be made on the standard application form, which can be found on our website at <http://www.steineracademyexeter.org.uk/current-vacancies> .

Deadline for receipt of completed applications: 14th January 2019

Interviews will be w/c 21st January

Please be aware that the SAE is not able to guarantee a school place for the children of staff. Whilst every effort will be made to ensure that staff who wish to enrol their children in SAE will be able to do so, the school's admissions arrangements and its statutory commitments to inclusion mean that no commitment can be made or certainty offered.

Paul Hougham, Acting Principal, November 2018