



## JOB DESCRIPTION

<b>Job Title:</b>	Exams Officer	<b>Department:</b>	Academic
<b>Hours of Work:</b>	Full time (term time and from mid-August to process results and remarks of A Levels and GCSEs) and several days during October half term to manage university entrance papers		
<b>Responsible To:</b>	Deputy Head Academic	<b>Responsible For:</b>	Invigilator team

### Summary of Role:

- To lead, manage and be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process.
- To lead and manage significant elements of internal examinations within the centre, specifically the planning (including writing timetables and preparing seating plans in collaboration with the Examinations Secretary) and day-to-day management of Year 10, Year 11 and Upper 6th school exams and the planning of the Year 7, Year 8, Year 9 and Lower 6th school exams.
- To support the Head of Centre 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.
- To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.
- To closely liaise with key stakeholders (external and internal) to ensure exam administration processes are strictly followed and key deadlines met.
- To ensure examinations are conducted in accordance with the regulations through taking an ethical approach and working proactively to avoid malpractice among students and staff.
- Support the Head of Centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place.
- To communicate with the Senior Leadership Team, Subject Leaders, teaching staff, parents, students and examination boards.
- To manage expenditure within the set annual budget.
- To manage bookings of the Exam Centre for examinations during term time in order to ensure that all examinations are appropriately accommodated.
- To report faults with the Exam Centre and Exams IT equipment to the relevant department.

### Specific Responsibilities

**Lead and manage the entire examination process.**

#### Planning:

- Research and understand qualifications and how they are assessed.
- Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/ Network group/The Exams Office etc.)

- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations.
- Manage potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
- Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre.
- with managing conflicts of interest within the centre, including informing the awarding bodies when necessary.

### **Pre-exams**

- Manage the arrangements for the timetabling, rooming, seating, and resourcing of examinations in accordance with the regulations.
- Arrange the invigilation rota for public and school exams, including liaising with the invigilation team to find availability, deciding on how much invigilation is required and deciding on working days and hours of the team.
- Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) 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.
- 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.
- 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.
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking.
- Manage the delivery and storage of all external examination papers within the secure room, ensuring they are stored to JCQ standards.
- Liaise with the SENDCo to ascertain which students require access arrangements.
- Prepare and deliver assemblies to exam year groups outlining expectations.

### **Exam Time**

- Effectively manage the conduct of all examinations in accordance with JCQ regulations and/or awarding body rules.
- Ensure all exam accommodation is prepared in accordance with the requirements.
- Inform the JCQ Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations.
- Assist the JCQ Inspector with annual inspection of exam administration and resources and make any suggested changes in a timely manner.
- Manage unexpected issues/irregularities which may affect the conduct of examinations.
- Manage the invigilation team, including the facilitation of access arrangements.
- Support the Head of Centre and/or line manager in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ and awarding bodies.
- Manage emergency access arrangements for eligible candidates as the need may arise during exam time.
- Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements.

## Results and Post-Results

- Manage the outcomes of the special consideration process.
- Liaise with awarding bodies in relation to any script or candidate absence discrepancies.
- 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.
- Manage the post-results services including communicating with students
- 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 result information.

## PERSON SPECIFICATION

Essential	Desirable
<b>Operational Excellence</b>	
<ul style="list-style-type: none"> <li>• Strong planning and organising skills with the ability to manage a varied workload</li> <li>• Ability to manage competing demands and strong prioritising skills.</li> <li>• High level of attention to detail.</li> <li>• Fluent and accurate written and spoken English</li> <li>• Excellent ICT Skills</li> <li>• Highly organised and efficient</li> <li>• Able to communicate clearly and confidently with a variety of stakeholders</li> <li>• Ability to work as part of a team and on your own initiative</li> <li>• Experience with databases and data analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in the education sector.</li> </ul>
<b>Personal Behaviours</b>	
<ul style="list-style-type: none"> <li>• Calm</li> <li>• Professional</li> <li>• Ability to work under pressure and maintain a calm demeanour</li> <li>• Well presented, self-motivated, enthusiastic and committed to supporting the school fully in this responsible position.</li> <li>• A proactive and strong team player who is happy to get involved</li> <li>• Be a person of integrity and initiative who is able to think ahead, prioritise and work accurately and flexibly without undue direction to deliver his/her outputs</li> <li>• Be flexible with working hours according to the needs of the role</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a demanding and challenging administrative role</li> <li>• Previous experience as an Examination Officer</li> </ul>

<b>Ethos and Whole School Values</b>	
<ul style="list-style-type: none"> <li>• Committed to operating as part of the School community.</li> <li>• Committed to the Sacred Heart Values.</li> <li>• Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.</li> </ul>	
<b>Safeguarding and Pastoral</b>	
<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• A satisfactory Enhanced Disclosure from the DBS.</li> </ul>	

### Terms and Benefits

- **Start Date: September 2024**
- **Working hours.** Full time (term time plus) – 34 weeks, plus 4 weeks based on 37.5 hrs per week
- **Salary:** FTE £31,785.00- £36,265.00 (To be prorated)
- **Pension.** The Exams Officer will have the option of being enrolled into the School’s pension scheme, which includes life assurance.
- **Lunch.** A free meal is available in the dining room each working day when the kitchens are open, when on duty.
- **Parking.** There is free parking on site.
- **Gym and Pool.** There are staff sessions for use of these facilities.
- **Fees:** Subject to Governors’ discretion, school fee remission may be available for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the usual entrance requirements.