

## Job Description: Exams Officer

<b>Reporting to:</b>	Principal
<b>Location:</b>	Ark John Keats Academy
<b>Contract:</b>	Permanent
<b>Working Pattern:</b>	Term time plus four weeks during school holidays
<b>Salary:</b>	Ark Support Scale 8: Pay Points 19-29 (£28,978-£35,492)

### The Role:

As the Exams Officer, you will play a crucial role in managing the school's exam entries and the running of all internal and external assessments. You will ensure our exam series is compliant and well run, and that all assessments support all children to achieve well.

### Key Responsibilities:

#### Examinations:

- To ensure the smooth running and integrity of all systems and procedures related to public examinations, including the management of the examinations budget
- To liaise with staff, pupils, parents and examinations boards to ensure clarity and understanding of examination requirements
- Input and analyse data using relevant examinations software
- Create the exams calendar and communicate this with students and staff
- Recruit, train and manage a team of invigilators for external exams, ensuring that the Joint Council's Instructions for the Conduct of Examinations is adhered to at all times
- Direct staff in the accurate registration and entry processes of examinations
- Keep abreast of developments in education and corresponding changes in qualifications and assessment
- Check student entries and ensure certification is accurate
- Work with the SENCO to apply for and organise support for candidates with special consideration
- Ensure statutory processes are in place for the ordering, receipt and storage of papers
- Work with the site team to ensure that the facilities for students undertaking exams are of the highest possible standard
- Distribute exam results to key staff and students
- Work efficiently on any queries, appeals, re-marks, access to scripts requests and missing marks following results day, including assisting students in clarification of grades and making contact with exam boards
- To be responsible for all other relevant administration and preparation relating to examinations
- Keep accurate records of examination penalty fees, and arrange re-imbursement from curriculum areas and students where appropriate
- Be available for the publication of external examination results for GCSE and A-level results in August to ensure results are disseminated appropriately and as specified by exam board and school regulations
- To manage the administration of all internal assessments including GCSE and BTEC mock exams, end of year exams and annual reading tests
- To support with BTEC quality assurance and standard verification processes

#### Other:

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy

- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

## Person Specification: Exams Officer

### Qualification Criteria

- Right to work in UK
- Mathematics and English GCSE or equivalent at Grade C or above
- Ideally qualified to degree level or equivalent
- Relevant qualification in ICT or data management desirable

### Knowledge and Experience

- Experience of working as an examinations officer, or in a similar role
- Experience of handling and manipulating large amounts of complex data
- Knowledge of relevant education policy and regulation (in particular, on data and assessment)
- Experience of supervising staff desirable

### Personal characteristics

- Highly organised with excellent time management skills and ability to prioritise workload
- Self-motivated and able to work under on own initiative
- Strong team leadership skills
- Genuine passion and a belief in the potential of every pupil
- Keen to undertake work related, continuous professional development

### Specific Skills

- Highly IT literate, with a good knowledge of MS Office, in particular Excel and Word
- A working knowledge and understanding of a school information system (presently Bromcom)
- Highly numerate and analytical with a high level of accuracy and attention to detail
- Excellent written and oral communication skills, with the ability to communicate tactfully and effectively with people at varying levels.

### Other

- Commitment to the safeguarding and welfare of all pupils

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*