**Exams Officer**

**Reporting to:** Vice Principal

**Location:** Ark Acton Academy

**Contract:** Permanent, term time only +2 specified weeks for national examination results collection.

**Working Pattern:** 36 hrs/week

**Salary:** Ark Support scale 6 £22,858 – 28,489 Pro rata £20,578.34 – £25,647.75

The Role

* To provide high quality administrative support, specifically in relation to examinations data, in order to meet the current and future needs of the academy
* To manage all public and internal examinations and take responsibility for all related administration.

### **Objectives**

1. Oversee all arrangements for all public examination entries e.g. GCSE and equivalent, Vocational subjects and AS and A2 examinations for Sixth Form students
2. To ensure the smooth running and integrity of all systems and procedures related to public examinations, including the management of the examinations budget
3. To direct staff in the accurate registration and entry processes of examinations
4. To keep abreast of developments in education and the corresponding changes in qualifications and assessment
5. To provide training to a team of invigilators, ensuring that the Joint Council’s ‘Instructions for the Conduct of Examinations’ is adhered to at all times
6. To liaise with the facilities team to ensure that the facilities for students undertaking examinations are of the highest possible standard
7. To liaise with the awarding bodies to ensure that students receive any special consideration due to them together with allowances for prevailing circumstances
8. To manager the timetabling of exams
9. To create and distribute examination, rooming and invigilation timetables to students and staff
10. To manage the electronic download of examination results and the process of distribution to students
11. To keep accurate records of examination penalty fees, and arrange re-imbursement from curriculum areas and students where appropriate
12. Oversee all arrangements for all internal examinations and assessment events.
13. Organise the collection of registration and examination fees; organising, invoicing and ensuring money collected is credited to the relevant account, in liaison with the Finance Officer.
14. Co-ordinate the preparation and submission of entries to examining bodies.
15. Ensure all examination papers and stationery are delivered safely to the school, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately.
16. Be responsible for arrangements for the conduct of existing and new examinations including the provision of accommodation where necessary
17. Co-ordinate the team of invigilators, with the support of the Lead Invigilators, including recruitment, training, management and deployment of invigilation staff.
18. Make appropriate timetabling and room arrangements for the above and ensuring proper examination invigilation of the examinations is put in place.
19. Ensure that all examinations start and finish appropriately in line with examination board regulations including the conduct of any on-line examinations.
20. Ensure that pupils are given all the necessary relevant information about examination entries, the dates and times of the examinations, conduct during examinations and the collection of results and certificates and that this information is given in good time.
21. Ensure that all JCQ and other necessary guidelines are followed and all risk assessments completed.
22. Ensure that all necessary stationery and materials and other requirements are provided for examinations.
23. Initiate appropriate correspondence with and responding appropriately to correspondence from the various examination boards the school deals with, including deal with issues relating to appeals, remarking and other administrative issues such as pupils who miss examinations through illness or who require special consideration.
24. Deal with enquiries from parents and students, including former students.
25. Receive examination results and certificates and making arrangements for their issue.
26. Oversee the appropriate dissemination of public examination results to local and national newspapers, and to the appropriate Ark, Local Authority and DfE Agencies; ensuring that these figures are checked for accuracy.
27. Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies.
28. Organise appropriate arrangements for the support of candidates with special examination requirements (eg dyslexia, disabled) in conjunction with the SENDco.
29. Work in liaison with the nominated member of the Senior Leadership Team and School Data Manager to provide information related to public and internal examinations in a format which is easily accessible so that effective examination analysis can take place immediately after results have been received and processed.
30. Liaise with Heads of Year and Heads of Department to ensure appropriate timetabling and invigilation arrangements are in place for the school’s internal KS3 and Year 10 examinations and for the Year 11 and Sixth Form Mock examinations.
31. Analyse data arising from questionnaires and surveys which the school may carry out from time to time and responding appropriately.
32. Participate in appropriate CPD with the agreement of your Line Manager.

**Person specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Qualified to work in the UK. | * A–Level qualifications or equivalent. * Professional qualifications relevant to the post. * Educated to degree level. |
| **Experience** | * Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop. * Experience of working as part of a team | * Experience of having worked successfully in at least one school in an urban, multi-cultural setting. * Previous experience of the role |
| **Knowledge** | * Knowledge of national public examination procedures and timelines * Demonstrate an understanding of issues that may require solving across the academic year. * Demonstrate an understanding of issues linked to confidentiality. | * Knowledge of current educational policy and developments in the areas of national examinations – and their implications in a complex, urban context. * Demonstrate an awareness of child protection issues. |
| **Skills** | * Excellent written communication skills. * Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents. * The ability to develop positive relationships with all young people. * Well-developed planning & organising skills including time management, prioritisation, delegation and administration. * Sound judgement and problem solving skills. * Competent user of ICT. * Ability to analyse data. | * A proven ability to use data confidently and forensically to inform and diagnose weaknesses that need addressing. |
| **Motivation** | * Willing to be fully engaged in the whole life of the school including extra-curricular activities. * Committed to team work and working collaboratively with colleagues. * A commitment to the safeguarding and welfare of all pupils. | * Experience of leading successful enrichment and extracurricular activities which inspire and motivate learners. |
| **Attributes** | * Passion, resilience, maturity and optimism to lead through day-to-day challenges while maintaining a clear vision and direction. * Confidence and self-motivation to work well and be decisive under pressure. * A high level of honesty and integrity. * A firm and constant belief in the unlimited potential of every pupil and a commitment to inclusive educational provision. | * An entrepreneurial attitude. |

*rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.