

**Job Description**

**Job Title:**  
Exams Officer

**School:**  
Endeavour Academy

**Employer:**  
Nexus Multi-Academy Trust

**Responsible to:**  
Exams & Accreditations Lead / Head of School

**Responsible for:**

* The effective administration of all internal and external examinations at Endeavour Academy.
* Ensuring full compliance with JCQ and awarding body regulations.
* Coordinating invigilators and access arrangements to enable pupils with SEMH and additional needs to access exams fairly.

**Duties and Responsibilities**

This Job Description is to be performed in accordance with the provisions of the current support staff terms and conditions. The performance of these duties is under the reasonable direction of the Senior Leadership Team.

**Examinations Management**

* Set up and maintain the annual examinations calendar in line with internal and external deadlines.
* Plan, schedule and deliver the examinations cycle end-to-end, including mocks, external exams and results days.
* Administer entries and candidate data for GCSE, Functional Skills, BTECs and other accredited qualifications.
* Ensure compliance with JCQ and awarding body requirements, maintaining accurate records and documentation.

**Invigilation**

* Recruit, train and deploy exam invigilators in line with the academy’s staffing and safeguarding procedures.
* Supervise invigilators to ensure the smooth and secure conduct of examinations.

**Access Arrangements**

* Work with SENCO, Exams & Accreditations Lead and relevant staff to ensure access arrangements and special considerations are applied appropriately.
* Support pupils with SEMH and additional needs to access exams safely and fairly.

**Data and Communication**

* Liaise with awarding bodies, staff, parents and candidates regarding exam timetables, entries and results.
* Manage secure storage and confidentiality of examination papers and materials.
* Process exam results, distribute candidate statements of results and manage post-results services.

**General Duties**

* Undertake training and CPD to remain up to date with JCQ regulations.
* Participate in academy self-evaluation and improvement planning where relevant to examinations.
* Promote safeguarding and the welfare of children and young people at all times.
* Comply with academy policies including safeguarding, health & safety, equality and GDPR.