

Post title:	Exams Officer
Salary and grade:	NJC SCP12-20
Line manager/s:	Headteacher & Senior Leadership Team

Main purpose of the job:

To provide high quality, efficient and effective exams service to Bader Academy, including all testing and examination requirements at both primary & secondary levels. Under the direction of the Headteacher and the Senior Leadership Team, ensure the administration, organisation and smooth running of examinations in the Academy.

Key duties and responsibilities

- Responsible for building and maintaining detailed knowledge of national examination changes and the examination boards used (Edexcel, OCR, AQA etc) and setting up resources of information, historical ums/ raw mark boundaries, examination performance analysis.
- Liaison with all staff, e.g. Curriculum Leaders regarding entries and the examinations calendar.
- Applying to awarding bodies for access arrangements for candidates in line with their EHCP requirements. Keeping an up-to-date detailed record of all information relating to such candidates that is available to all staff.
- Liaison with all examination boards and examiners in relation to exam entries and changes to examination subjects on a national level. Dissemination of this information to the Deputy Headteacher, Assistant Headteacher and other staff when appropriate.
- Distribution of examination entries for amendment and checking by Curriculum Leaders/SLT and submission of final examination entries.
- Distribution of student examination timetables, validated forms and letters to students, parents and examination boards on relevant examination issues.
- Responsible for the management and communication of private candidate entries/examinations.
- Responsible for the receipt and communication of examination results from the computerised timetable package.
- Management of the accurate ordering of examination/question papers and responsibility for ensuring the safety and security of the examinations room and safe.
- Organisation and management of the invigilation timetabling and training of external invigilators.
- Responsibility for the overall operational management of the examination process, including the supervision and quality checking of invigilators during examinations and the accurate starting and finishing of examinations.
- Responsible for supporting the OCR Nationals and technical Quality Nominee and informing IVs of new changes and deadlines.
- Responsible for briefing candidates on examination regulations and producing written guidance for staff and students, ensuring candidates are aware of their own examination

timetables. Setting up procedure notes for students, disseminating information through assemblies, form time, tutors etc.

- Accurate management of controlled assessment marksheets – Ensuring deadlines are met to provide marks to the boards and moderators in all applicable curriculum areas.
- Responsible for dispatching the completed examination scripts to markers accompanied by accurate attendance sheets.
- Responsible for the organisation and implementation of mock examinations and baseline assessments throughout both Key Stages.
- Responsible for the collation and distribution of result slips to students.
- Support the Data Team in the usage of the school MIS to monitor and report student progress.

Other Duties

- Other such reasonable duties as determined and delegated by the Nexus MAT CEO and Senior Leadership Team consistent with the grade of the post and the experience of the Post holder

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding

Nexus Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

		Essential	Desirable
Qualifications, Skills & Knowledge	Minimum GCSE (or equivalent) Maths and English at grade A-C	•	
	Evidence of further professional training		•
Experience	Experience of examination / test administration		•
	Knowledge of Microsoft office including Word & Excel	•	
	Full working knowledge of relevant polices/ legislation		•
Skills	To be able to work under pressure in a very busy and diverse environment	•	
	Proven organisational skills. High level of accuracy and attention to detail	•	
	Prioritise, plan and organise. Ability to manage a variety of competing priorities and meet deadlines	•	
	Advance skills to use and manage ICT systems and resources effectively	•	
Personal Effectiveness	Excellent communication skills	•	
	Ability to work as a member of a team.	•	
	Able to respond flexibly and adapt to changing and challenging circumstances	•	
	Operate calmly and effectively Show initiative and self-motivation	•	
	Show commitment to a clear and shared vision for an effective organisation	•	
	Recommend and show a positive attitude to change	•	
	An ability to positively promote the school to pupils, parents, colleagues and other community groups.	•	
	Highly motivated with high expectations, a positive attitude and a good sense of humour	•	
	The ability and willingness to work in partnership with other members of the School team.	•	
	A high level of personal integrity	•	
An approachable professional who responds well to and offers constructive advice	•		
General	The flexibility to meet the full range of job requirements	•	
	Able to travel to a range of meetings and events	•	
	A commitment to safeguarding and promoting the welfare of children and young people	•	
	Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner	•	
	A commitment to equal opportunities	•	
	To demonstrate success in involving parents, governors and the community in the school where appropriate	•	
	Be committed to staff development.	•	
	Promotion of positive behaviour strategies	•	