

Job Title	<i>Exams Officer</i>
Responsible to	<i>Senior Leadership Team</i>
Key Internal Contacts	<i>Staff in other departments within the Centre</i> <i>Staff in other Centres in the Region, Regional Office Staff</i>
Key External Contacts	<i>Student relatives, advocates and others</i> <i>Placing Authorities and Service Providers</i> <i>Registration, Regulatory and Inspection bodies</i> <i>Local Services – Statutory, Voluntary and Community Neighbours</i>

JOB PURPOSE

- To take responsibility for the administration, organisation and effective running of the school's examination system

KEY TASK AREAS & RESPONSIBILITIES

- To notify examination bodies at the appropriate time of year of intent and estimated entries and complete student entries onto exams bodies' websites
- Work with the education staff to supply the exams bodies with exam entries information
- Supply education staff with key dates and deadlines in the academic year ahead and ensure that the deadlines are adhered to
- Action or direct all correspondence from examination bodies
- Ensure that all coursework is sent to moderators
- Provide training/support to invigilators, ensuring they are aware of all procedures
- Update invigilators' check lists annually
- Review and update relevant policies and procedures (e.g. Exams Policy, Internal Appeals Procedure, Evacuation Procedure during Exams etc.) in accordance with yearly updated regulations and present them to the Head Teacher
- Take responsibility for drawing up the exam timetable, sharing this with staff and students and booking rooms.
- Ensure that exam papers are received, kept secure and supplied to invigilators in a timely manner
- Ensure that exam rooms are prepared in line with regulations requirements
- Ensure that AQA, Edexcel & OCR procedures are in place and reviewed regularly
- Accompany the exam inspector and action any requirements
- Prepare documents for results day, collect results and contact students/parents/carers to arrange receipt of results and distribute
- Provide the Head Teacher with exam results and statistics

- Attend any relevant training
- Complete other tasks relevant to the role in consultation with the Head Teacher and Administration Manager
- Assist the admin team with any other tasks when capacity arise
- Lead on Internal QA process for internally moderated/assessed work

General

- To provide an effective, timely and confidential administration support to staff and managers as required
- To ensure that relevant records and documents are kept up to date and are stored securely and confidentially at all times
- To respond timely and with flexibility to urgent or last minute staff/service requirements as a service providing function of the Centre
- To support other members of the Administration Team with work that requires extra members of staff to complete the tasks
- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedy them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Adult/Child Protection, Complaints and Representations and Behaviour Policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the Centre as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions taken are in the interests of the Service Users and the Company
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

PERSON SPECIFICATION

Experience	Essential	Desirable
Relevant experience as an Exam Officer		✓
Relevant experience within an administrator role	✓	
Experience of working within an Education/Residential setting	✓	
Skills	Essential	Desirable
Good knowledge of administration practices and applications		✓
Excellent organisation and communication skills	✓	
Excellent coordination of the examination cycle	✓	
Excellent time management skills	✓	
Ability to work independently and as part of a team	✓	
Good level of IT skills	✓	
Ability to deal with complex and highly sensitive information	✓	
Ability to draft correspondence including letters and memos for internal and external recipients	✓	
Highly motivated with a proactive approach to work	✓	
Qualifications & Training	Essential	Desirable
Willingness to work towards other relevant qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
Other	Essential	Desirable
Driving Licence	✓	