

# Job Profile Exams Officer

Grade: 6 (FTE £30,024 TO £32,597 paid pro rata)

Date established: March 26

25 hours per week to be worked flexibly across the year - 38 weeks plus 5 INSET days (requirement for 2 days to be worked in the summer)

## Core Purpose:

- To be responsible for the efficient, effective and compliant running of all KS4 external examinations and assessments
- Collation/Analysis of relevant exam data

## Main duties and responsibilities include:

### Exams

- Lead, organise and administer all external exams in line with JCQ and awarding body guidelines, including collating and submitting entries
- Work with key staff across centres to ensure the secure storage and handling of exam papers and materials
- Liaise with curriculum leaders and centre managers to coordinate exam logistics including roomings, timings and exam materials
- Ensure that appropriate training has been undertaken by all staff invigilating exams
- Work with the SEND team to ensure that all exam access arrangements are known and planned for, maintaining accurate records
- Apply for special consideration or emergency arrangements as needed
- Update school policies and procedures annually in line with any regulatory changes
- Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit

### Special Conditions

- This post is term time plus Inset days (39 weeks); **the postholder will be required to work for 2 days during the summer holidays for the KS4 results** and this time can be taken in lieu at other times during the school year.
- The post-holder will typically work 25 hours per week, these hours can be worked flexibly although during the exam period the expectation is that you will be on site on days when exams are occurring.
- The post-holder will be allocated a base of work and will be reimbursed for mileage when asked to carry out work duties at other within the Altus School.
- The position is subject to an enhanced Disclosure and Barring Service Enhanced check, and you will be asked to apply for a disclosure certificate if you are offered the position.
- All data and information must be treated as confidential.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>		
Level 2 Literacy and Numeracy qualification	E	
Level 3 qualification		D
<b>Knowledge and skills</b>		
Knowledge of exams systems and processes (with commitment to train if not held)		D
Knowledge of and skilled use of Microsoft packages	E	
Ability to be able to work under pressure, meet deadlines, demonstrating flexibility and ability to embrace change	E	
Ability to develop good professional working relationships with external bodies including exam boards and JCQ	E	
Knowledge and understanding of the SEND Code of Practice and exam access arrangements		D
Ability to be able to work under pressure, meet deadlines, demonstrating flexibility and ability to embrace change	E	
Can work independently, unsupervised and manage time efficiently	E	
Can work collaboratively as part of a team	E	
Ability to take responsibility, work autonomously within agreed boundaries and expectations	E	
<b>Experience</b>		
Experience of working in a school environment		D
Experience of exams systems and processes		D
Experience of working with vulnerable groups, including SEND students or those with behaviours that challenge		D
<b>Safeguarding</b>		
Demonstrate a clear understanding of roles and responsibilities of duty of care and safeguarding	E	
Demonstrate a clear understanding of roles and responsibilities with regard to safe working practices	E	
Have a proven record of meeting professional standards and being an outstanding role model at all times	E	
Safeguarding and Child Protection training		D
<b>Other</b>		
Driving license and willingness to travel	E	