

## JOB DESCRIPTION

<b>Post Title</b>	<b>Examinations Officer and Data Assistant</b>
<b>Salary Scale / Grade</b>	<b>NJC Scale 5</b>
<b>Hours / Weeks per year</b>	<b>37 hours per week, term time plus 2 weeks (10 additional days)</b>
<b>Responsible to</b>	<b>Director of Admin, Data, Exams, HR and PA to the ExecutiveHeadteachers</b>

### Job Purpose

To be responsible for the administration, organisation and smooth running of public and internal examinations.

### Key tasks and responsibilities

- Be responsible for entries to examination boards for public exams (i.e. GCSE, A level).
- Draw up and disseminate information about exams to staff, students and their parents and respond to any complaints and queries that may arise.
- Order examination papers / stationery as required and be responsible for their secure storage from the time they arrive until they leave the centre.
- Be responsible for the running of public and internal examinations, including practicals.
- Be responsible for the appointment, deployment and management of invigilators and VI Form exam helpers.
- Be responsible for the distribution of results and the maintenance of an archive of results.
- Respond to enquiries, including related FOI requests.
- Be the budget holder for exams and monitor expenditure.
- Provide relevant statistics on examination entry / results.
- Uploading results to 4MATRIX/SISRA at assessment points throughout the year including public exams results days.

### Other Responsibilities

- To follow and support school's policies reflecting the Academy Committee's commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the colleges' ethos by expecting high standards from all of the students in both lessons and social times, and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the Academy Committee's Health and Safety at work policy.
- To promote and safeguard the welfare of children and young people you are responsible for or may come into contact with.
- To participate in the colleges' performance management scheme, ensuring that performance standards and targets are set and met within the agreed timescale.
- To undertake any other reasonable tasks as directed by the Executive Headteacher

### Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

## PERSON SPECIFICATION

QUALIFICATIONS AND TRAINING	Essential	Desirable	How Tested A – Application I – Interview T - Test
Minimum 5 GCSEs Grade 4/C and above including English and Mathematics or equivalent	✓		A
NVQ level 3 or equivalent		✓	A
Vocational training / qualification in administration		✓	A
First Aid Certificate		✓	A
<b>EXPERIENCE</b>			
Experience in the field of examination administration		✓	A, I
Substantial experience of working in an office environment	✓		A, I
Experience of working with children and young people		✓	A, I
Working with relevant age group with behavioural difficulties		✓	A, I
Experience of working with students with additional needs		✓	A, I
Day to day working experience and skill with Google software including Docs, Sheets, database systems and the internet	✓		A, I
<b>KNOWLEDGE AND UNDERSTANDING</b>			
Have current and relevant understanding and experience of safeguarding and the main safeguarding principles		✓	A, I
Understanding of working within the 11-19 school age range		✓	A
Knowledge of school systems and practices including Arbor		✓	A
<b>SKILLS AND ABILITIES</b>			
Good interpersonal, verbal and written communication skills with adults and children alike in a variety of settings	✓		A, I
Ability to work effectively as part of a team and be a good team player	✓		A, I
Ability to work flexibly and under own initiative to achieve objectives and meet deadlines	✓		A, I
Ability to use own initiative to organise, prioritise and plan work effectively	✓		A, I
High level of accuracy and attention to detail	✓		A, I
Conscientious and positive disposition	✓		A, I
Good level of competence in ICT and administrative skills	✓		A, I
Effective use of a range of ICT skills	✓		T
<b>PERSONAL QUALITIES AND ATTITUDES</b>			
Ability to maintain high quality professional relationships with all, including governors, staff, students, parents and visitors, acting as a role model to students	✓		I
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		I
Willingness to participate in further training and developmental opportunities to further knowledge and learn new skills	✓		I
Interest and commitment to helping develop enrichment experiences for all students	✓		I
Ability to work well under pressure and remain calm, approachable, good-humoured and organised, with a resolution-focussed disposition	✓		I
Flexible attitude to carrying out different types of work	✓		I