



## **JOB DESCRIPTION**

**Job Title:** Trust Examinations Officer

**Reporting to:** This post holder reports to the Trust Exams Manager

**School:** Working from Dover Christ Church Academy (DCCA)

### **Role Purpose:**

- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role;
- To play a key role in the efficient and effective running of the administration of all internal and external examinations within the Trust with particular responsibility for at one site. Liaising with staff, pupils, invigilators, examination boards and other stakeholders are a key requirement of this post.
- To promote a community of learners with purpose and passion while modelling the of Turner Schools "Walk The Turner Talk" values in all aspects of the role.

### **Responsibilities:**

- Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken. To assist the Trust Exams Manager, where directed, to support the delivery of internal and external examinations across the Trust's secondary schools, including its T6 provision.
- Liaise with Trust leads, HoDs re pupil examination entries and to make accurate entries, ensuring that all deadlines are met, minimising late fees with respect to Dover site.
- Disseminate examination information to staff, pupils and parents / carers, including exam timetables, using Bromcom MCAS and the student portal.
- In conjunction with the Trust Exams Manager to assist in the processing of invigilation timetables, for both internal and external exams/assessments and in the processing of sessional hours using JANE. To help and support with invigilation training, ensuring that up-to-date JCQ information is disseminated.
- Liaise with examination boards to ensure the accurate administration of all examinations, including ensuring compliance with examination board rules, coursework requirements, storage of examination papers, the setting up of secure download systems and the timely despatch of completed scripts.
- In conjunction with the Trust Exams Manager to manage all Trust internal mocks exams/assessments for years KS3, KS4 and KS5.
- To play a key role, in conjunction with Trust Exams Manager and Data and Exams assistant/s in supporting all Access Arrangements by their processing, delivery to students and the maintenance of shared Google sheets, allowing dissemination of information to relevant staff, parents and students.
- To help and support the Exams and MIS team on results day with the downloading and analysis of results, in particular relating to the Dover site.
- Using Print Studio to process the ordering, and processing of all mock examination papers for the Dover site.
- In conjunction with the Trust Exams Manager to lead on the delivery of the Trust's programme of delivery of No More Marking across KS3, and where appropriate, KS4.
- To assist in any area within the Exams and Data MIS team, as directed by the Trust Exams Manager.

**Other Duties:**

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- Supervise/line management of other staff involved in examinations - this includes the day to day supervision of any member of the Dover or Trust invigilation team whilst working at the Dover site.
- Liaison with wider stakeholders, including FE colleagues, KCC, other Trusts etc.
- This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.
- To be a key part of the life of the school community, to support both the values, vision and ethos of school and the Trust, and encourage students to follow this example.

**Personal Qualities and Attributes:**

This position requires the following personal qualities and attributes:

- Ability to contribute towards school and the Trust's vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Ability to demonstrate academic ambition for all pupils; a genuine passion and belief in the potential of every pupil;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Ability to demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to work collaboratively with partner schools in the Trust and beyond;
- Ability to communicate effectively, professionally and in a friendly manner with colleagues, pupils, and parents and external agencies;
- To be an ambassador for school in dealing with external persons, and to be an admired and respected member of the team by internal colleagues and pupils;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner.

**Qualification Criteria:**

- Level 2 or 3 Diploma (or equivalent)

**Experience:**

- Significant administrative experience

## SKILLS AND ABILITIES:

- Good IT Skills
- Ability to prioritise and organise own workload and be able to meet deadlines
- Good communication skills, both oral and written, to a range of individuals (e.g. students, parents, governors etc.)

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## Turner Expectations

Turner staff will 'Walk the Turner Talk'. They will:

- **Speak and act with care:** Always show compassion and respect for children.
- **Act boldly:** Be ambitious for yourself and the children and young people we serve.
- **Learn from adversity:** Be evaluative, thoughtful and reflective.
- **Challenge convention:** Be curious, welcome difference and unfamiliar thinking.
- **Connect with others:** Support colleagues, parents and pupils to make a great team.
- **Use your voice:** Offer different views and ask questions.
- **Do what it takes:** Be relentless in pursuing the best for children.
- **Ask for support:** Be open and honest when plans go awry.
- **Don't give up:** Be calm, resilient and measured when managing challenges.

## Acceptance:

I confirm that I have received and understand the job description.

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....